



Testing & Support Services
Santa Rosa Campus 707.527.4581
Petaluma Campus 707.778.3908

Note-Taker Instructions

Instructors:

Thank you for your assistance in recruiting a volunteer note-taker.
Please keep the DRD student's identity confidential from the class.
The note-taker may know the identity of the DRD student (with their permission) in order to provide class notes.
You may also consider instructor-provided notes per Universal Design for Learning.

For information on how to recruit a note-taker please see the back of this form

Volunteers:

Thank you for offering to share your notes with a DRD student.
Many volunteer note-takers are self-conscious, wondering if the quality of their notes will be good enough.
The notes need not be perfect, and will not be judged.
In reality, your help is more than appreciated!

Submit this form to the Testing & Support Services Center:

Petaluma Campus: drd-testing-pet@santarosa.edu / Santa Rosa Campus: drd-testing-sr@santarosa.edu

All Volunteer note-takers will receive a letter of commendation.

OPTIONAL: If you are interested in earning a transferable (CSU only) unit for Community Engagement, please follow the guidelines listed below. (This is not a requirement to be a SRJC Note Taker)

1. Contact the Career Hub Appointment Desk at careerhub@santarosa.edu, or 707-527-4329, to schedule an appointment with **Laurie Bacci**. Tell them that you are a volunteer note-taker for DRD.
2. You will be given an add code for the course and be provided with information on the course requirements. Please be aware that this is a college course requiring you to pay for 1 unit, and complete a two-page reflective essay.

****THIS FORM MUST BE TURNED IN WHEN YOU BEGIN NOTE-TAKING****

Deadlines exist to receive the Community Involvement unit.

To be filled out by volunteer note-taker

Date _____ Semester _____ SID# _____ - _____

Last Name _____ First _____

Phone Number _____ E-mail _____ @ _____

Course _____ Days & Hours _____

Instructors:

Announce to your class the need for a note-taker. If possible, show the note-taking video from the DRD web page or read the following:

“A student with a disability is requesting a note-taker for this class. The notes need not be perfect; no one is going to judge them. You may use NCR (no carbon required) copy paper provided by the Disability Resources department, or you can scan and email your notes. The volunteer will receive a letter of commendation to attach to your resume or college application. The volunteer can also earn a transferable unit of Community Involvement, through the Work Experience department. Who would like to volunteer?”

After class, have a discussion with the DRD student regarding how notes will be delivered.

Students may wish to remain anonymous.

If no one volunteers in a timely manner, please refer the DRD student back to The Testing and Support Services Center.

Testing and Support Services Centers

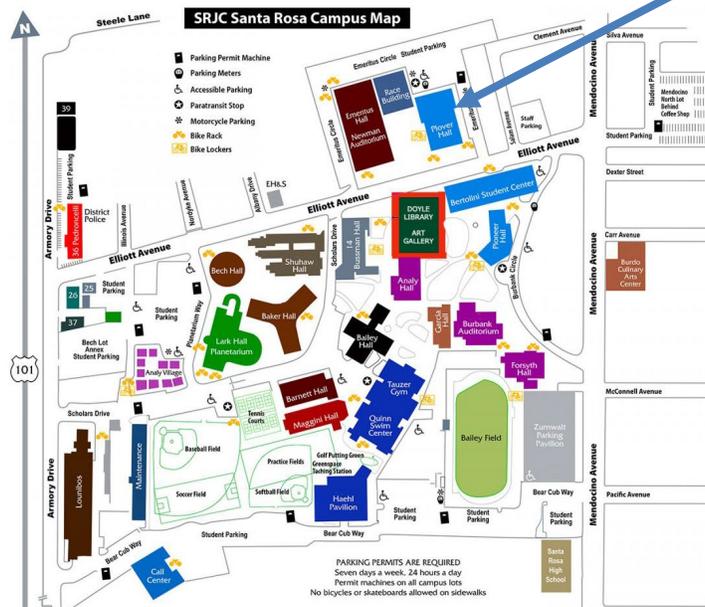
Plover Hall, room 559

Santa Rosa: Plover Hall, Room 559

Phone: 707-527-4581

Email: drd-testing-sr@santarosa.edu

M-Th 8am-5pm; F 8am-12pm



Petaluma: Richard Call Building, Room PC608

Phone: 707-778-3908

Email: drd-testing-pet@santarosa.edu

M-Th 8am-5pm; F 8am-12pm

Richard Call Building, room PC608

