

Course # and section _____

Office Code: _____

**Office of Disability Services
132 Memorial Library
Minnesota State University, Mankato
389-2825**

To: _____

From: Office of Disability Services

Re: Need for Note-Taker in

Date: _____

A student in your class needs a note taker to supplement his/her own class notes as part of his/her disability accommodation plan. Please recruit a student to be a note taker by direct request or by announcing the need to the entire class. The following announcement can be read or e-mailed to the class to assist you in finding a note taker.

Note-taker Recruitment Process

- 1. Please make the following announcement (or e-mail it to your class list) during your next class meeting and thereafter until a volunteer comes forward:**

“I am looking for a student to be a note-taker for this class. You will receive a \$50.00 stipend at the end of the semester or a verification of volunteer hours for students needing service learning hours. As a note taker your role would involve taking lecture notes during each class meeting and giving them to the student who has made this request. NCR paper is provided or you can use your own paper (or laptop) and copies can be made free of charge at the Office of Disability Services. If you take excellent notes and maintain excellent attendance, please see me after class to obtain a yellow sheet which you will then take to the Office of Disability Services and they will provide you further instruction on this process.”

- 2. Please give this yellow sheet to the student you identify as the note-taker.**
- 3. We have changed the note-taking system in an effort to make the process convenient for volunteers. Our office provides NCR (no carbon) paper to volunteers and they can use this method if they desire. Use of this paper allows notes to be provided to the student immediately following class. However, for students who prefer to use their own paper, laptops, or printouts from D2L, copies can be made free of charge by bringing their notes to our office.**

If you have any questions regarding this process, or any other accommodations provided through the Office of Disability Services, please contact the Office of Disability Services staff at 389-2825 or email the office at disabilityserv@mnsu.edu

THANK YOU FOR YOUR COOPERATION.

Dear Recruited Note-taker-

Thank you for your willingness to provide notes. We have structured the note taking service to be as convenient for you as possible. Please stop by the Office of Disability Services, 132 Memorial Library, as soon as possible for a brief training. Training will include:

- 1.) Details of your responsibilities as a note taker
- 2.) Confidentiality expectations
- 3.) Payroll paperwork
 - Please bring Picture ID (Drivers License or MSU ID Card)
 - Please bring Social Security Card, Birth Certificate, or Passport
 - Note - Students already employed by MSU in another office or capacity do not need to provide ID and Social Security Card
- 4.) Copying notes from the first day of class

Please call 389-2825 if you have any questions. Our office hours are Monday – Friday, 7:30 a.m. – 4:30 p.m.

Thanks again! Your assistance is greatly appreciated!

The Office of Disabilities Staff
132 Memorial Library
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