

Note Taker Request Form

I, _____ understand that I must comply with the following requirements in order to receive note taking as an accommodation at Drexel University. Prior to completing this form, I must be eligible to use a Note Taker, as listed in my Accommodation Verification Letter (AVL).

1. I have read and understand this form and the Note Taker Request Fact Sheet available at <https://drexel.edu/oed/policies/forms/>.
2. It is my responsibility to request a Note Taker after attending at least two (2) class meetings.
3. I will attend classes, as scheduled. If I miss class, it is my responsibility to obtain notes for the class I missed. Note Takers are not to share their notes for absences not directly related to accommodations I am eligible for, as indicated in my AVL.
4. I understand all Note Takers must complete the Note Taker training and submit the Note Taker Agreement Form at the beginning of the accommodation period.
5. I will be contacted by Disability Resources as soon as a Note Taker has been found. I will also be contacted by Disability Resources in a timely manner if a Note Taker cannot be found, and at that point informed of my other accommodation options.
6. I understand that it is my responsibility to communicate to Disability Resources if the notes I receive are unclear, not received within twenty-four (24) hours of the course/program, not appropriate for my needs based on my disability, or if I no longer require the service.
7. Should I choose, I can make myself known to my Note Taker and arrange to pick up notes directly from him or her. Otherwise, I may remain anonymous and understand that notes will be available for pickup from the Information Desk at Creese Student Center on the University City Campus, or from Three Parkway Building, 1601 Cherry Street, 10th Floor, Room 1041 on the Center City Campus.
8. I understand that if I do not follow any of these agreements, Disability Resources may suspend these services until a resolution can be reached.
9. I understand that if I do not pick up my notes within two (2) weeks that my note taking services will automatically be suspended and a letter or e-mail will be sent regarding the policy and procedures of receiving the service. The services will remain suspended until I meet with a Disability Resources Professional.

Creese Student Center Information Desk hours are:

Monday through Friday // 7am - 11pm

Saturday // 10am - 8pm

Sunday // 10am - 10pm

Center City Testing Center hours are:

Monday through Friday // 8am - 5pm

By signing, I acknowledge that I have read and understand the above requirements.

Student Signature: _____

Printed Name: _____

Date: _____

Student ID #: _____

Email: _____

Phone Number: _____

Current Term & Year: _____

Note-Taker Requests

***When selecting delivery method please indicate one of the following:**

- 1 – Note-taker will deliver notes directly to me (This may be in the form of photocopy or email)
- 2 – I will pick up notes at the Information Desk in Creese Student Center (University City Campus)
- 3 – I will pick up notes from the Three Parkway Building (1601 Cherry Street, 10th Floor, Room 1041)

| Class 1 | | Class 2 | |
|---|--|---|--|
| Class & Section (Example: PSY 101-001) | | Class & Section (Example: PSY 101-001) | |
| Professor's Name | | Professor's Name | |
| Professor's Email | | Professor's Email | |
| Class Day & Start Time/End Time | | Class Day & Start Time/End Time | |
| *Delivery Method (see above) | | *Delivery Method (see above) | |
| Class 3 | | Class 4 | |
| Class & Section (Example: PSY 101-001) | | Class & Section (Example: PSY 101-001) | |
| Professor's Name | | Professor's Name | |
| Professor's Email | | Professor's Email | |
| Class Day & Start Time/End Time | | Class Day & Start Time/End Time | |
| *Delivery Method (see above) | | *Delivery Method (see above) | |
| Class 5 | | Class 6 | |
| Class & Section (Example: PSY 101-001) | | Class & Section (Example: PSY 101-001) | |
| Professor's Name | | Professor's Name | |
| Professor's Email | | Professor's Email | |
| Class Day & Start Time/End Time | | Class Day & Start Time/End Time | |
| *Delivery Method (see above) | | *Delivery Method (see above) | |