



Disability Resource & Support Center
Note Taking as an Accommodation

As an instructor, you may have never experienced teaching a student who utilizes use of a note taker in the classroom. Students with sight, learning, and some physical disabilities may be granted this type of accommodation. To make this situation more comfortable for all involved, the Disability Resource & Support Center has some suggestions for working with students with note taking as an accommodation.

- When the student shares an accommodation letter with you, have a conversation with the student to determine if the student will need assistance in identifying a notetaker. Some students may also have use of a tape recorder as an accommodation. This may be utilized depending on the student and their disability.
- If the student indicates that assistance is needed, the instructor should make a general announcement to the class requesting a student notetaker. ***The instructor should never identify the student with a disability to the class.*** Those who self-identify as willing notetakers should be asked to see the Instructor immediately following class or during instructor office hours to determine how notes will be provided.
- Students with notetaking as an accommodation maybe provided with Note Taker Tablets (by DRSC) to utilize for notetaking. These tablets are bound with duplicate NCR paper and allows both the notetaker and the student with a disability to have a copy of the notes. If a student chooses not to use NCR paper, then the notes can be brought to the DRSC to be copied.
- Notes as an accommodation are simply another student's understanding and perception of what occurred during the course meeting time. Notes as an accommodation are not intended to be an exact duplication of what occurs in the classroom.
- If the student and instructor cannot identify a notetaker for the course, DRSC recommends that the instructor build into the course a rotating schedule for notetaking for all or a partial pool of students in the course. Some Instructors have found it useful to offer extra credit to students willing to assist with notetaking.
- If, as a last resort, a notetaker from the class cannot be identified, the instructor and/or student should contact the DRSC to employ a student note taker. A notetaker employed by the DRSC is not a student of the class and will not participate in the course but will record lecture information for their assigned student with a disability. It may take time to identify and hire a notetaker; therefore, it is important to determine as early as possible which method will be most effective. It is still the instructor's responsibility to provide notes to the student while the DRSC searches and hires a notetaker.