

Volunteer

OFFICE FOR STUDENTS WITH DISABILITIES VOLUNTEER NOTETAKER REQUEST

To: _____
(Instructor Name)

Date: _____

From: Office for Students With Disabilities (OSD), T100 (just east of the Business Education Building)

The following student(s): _____, is enrolled in your _____ class. This student requires a notetaker because of a physical or learning disability. If you would kindly make an announcement (or select a student who you believe would be a good notetaker) to your class, it would be greatly appreciated. Please make sure the notetaker writes legibly and is a dependable student with better than average attendance.

We will provide the volunteer with carbon paper, or if they prefer, we will explain to them that we can Xerox the notes for them if they bring them to our office.

If you have any questions, please do not hesitate to contact our office at ext. 6142.

Sincerely,

Linda Rose
Secretary

(Printed notetaker name)

(Notetaker telephone number)

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