



Dear Professor:

A student registered with DSS has requested a student notetaker for your class. DSS has confirmed that this student has Notetaking (Student Notetaker) as an approved accommodation, as indicated on their accommodation letter.

Please assist our office by identifying a student in your class whom you believe to be a competent and dependable notetaker. If you do not know of such a student, please make the following announcement as soon as possible, ensuring that you do not mention the name of the student with the disability. You can also e-mail the class or make an announcement on Blackboard:

“The Office of Disability Support Services is seeking a student to take notes in this course for the semester. Being a Student Notetaker is a paid position. If you are interested and take accurate and thorough notes, please contact me as soon as possible.”

After you make the announcement, please do the following:

- Review a sample of notes from any/all students interested in being the student notetaker for your course. Notes should be typed and should accurately reflect course content.
- If you approve of the sample notes, please refer the student to complete the [DSS Student Notetaker application form](#) as soon as possible.
- The student notetaker will then fill out Vendor documentation with Accounts Payable and a Notetaking Agreement form, in order to receive payment at the end of the semester.

Thank you for your assistance. If you have any questions or concerns, please contact DSS at (202) 319-5211 or cua-notes@cua.edu

Best,
DSS Staff

Office of Disability Support Services

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