

Dear Instructor:

A student registered with DSS has requested a student notetaker for your class. As indicated on their Letter of Accommodation, this student has an accommodation for Notetaking (Student Notetaker).

If you are already aware of a student in your class whom you believe to be a competent and dependable notetaker, please refer them to the [Student Notetaker Application Form](#). If you do not know of such a student, please make an announcement to your class as soon as possible. **Please ensure that you do not mention the name of the student with the disability who requires this accommodation.**

The announcement may be given in-class, via BlackBoard, or through email. Below is a sample announcement:

“The Office of Disability Support Services is seeking a student to take notes for this class. The position of student notetaker is a paid position (\$50.00 per credit hour). If you are interested and take thorough and accurate notes, willing to produce typed notes no later than 36 hours after each class meeting, please contact me with a sample of your notes as soon as possible.

- Review a sample of notes from any/all students interested in being a student notetaker for your course. While handwritten samples are acceptable, please advise any students who submit handwritten notes that notes submitted to cua-notes@cua.edu must be typed. Notes should accurately reflect the course content in a clear and concise manner.
- If you approve of the sample notes, please refer the student to the Student Notetaker Application Form as soon as possible.

DSS acknowledges that some instructors prefer for the student notetaker’s notes to be evaluated by our office as an objective third-party. If you would like our assistance in the evaluation process, please contact us to inform us and ask any student notetaker applicants to send a sample of their notes to cua-notes@cua.edu.

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

Best, DSS Staff