Note-Taker Agreement Form

Thank you for offering to collaborate with your classmate, the instructor and the Disability Resource Center (DRC) by agreeing to share your notes. Your responsibilities as a note-taker include:

1. Attend class on a regular basis and take comprehensive, legible notes.
2. Arrange a system of exchanging notes with your classmate. Possible options include
   - Use carbonless copy paper (provided by the student) and provide notes at the end of each class
   - Email notes to him or her
   - Make copies at the DRC (COM 105)
   - Suggest another system to the student to see if it works for both of you.
3. Follow through by providing notes following the agreed-upon arrangement
4. In collaboration with the student, determine how to handle note-taking in the event of your absence.
5. Turn in Note-Taking Agreement to the DRC at the beginning of the semester. If note taking agreement is met the note taker can receive priority registration for the following semester. The DRC will check in the student two-three times a semester to make sure note taking agreement is going well.
6. Talk with the student about the notes, your role, or any questions. Concerns that cannot be addressed by the student should be brought to the attention of DRC staff at 409-880-8347.
7. Maintain confidentiality at all times. (Do not disclose the student’s name or the nature of the service being provided.)

Terminating Services

Occasionally students have preferences that do not match the note-taking style of the first note-taker they select. If this is the case, the student may choose to identify another note-taker after a few weeks of class. Likewise, if you find sharing your notes is not working for you, please let the student know and he or she can identify another volunteer.

Receiving Priority Registration

In order to receive priority registration for the following semester the note-taker must submit their agreement to the DRC at the beginning of the semester and continue to meet the note-taker requirements throughout the semester.

<table>
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<tr>
<th>Semester: ____________________</th>
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<tbody>
<tr>
<td>Name of the Note-taker: ____________________</td>
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<tr>
<td>Name of Student Receiving Notes: ____________________</td>
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<tr>
<td>Course Name/Number: ____________________</td>
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<tr>
<td>Note-taker Email: ____________________</td>
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<tr>
<td>Agreed method of exchanging notes:</td>
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<td>☐ Carbonless Paper</td>
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