

Note Taker Request Form  
Office of Disability Services  
La Sierra University

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Email: \_\_\_\_\_@lasierra.edu Contact Phone: \_\_\_\_\_

Term (i.e. Winter 2019): \_\_\_\_\_

- It is my responsibility to complete and submit a note taker request form to ODS at least 5 days prior to the first day of classes each quarter.
- It is my responsibility to maintain communication with ODS regarding changes in class meeting time, day and location.
- It is my responsibility to notify ODS if I will not be in class that day so ODS can notify the note taker that notes are not required.
- ODS will recruit a note taker from the student’s class. In the event that no note taker is found, ODS will provide the student with a recorder (if requested) to record the class until a note taker can be found. Transcription of recorded notes will be available to the student within 7 days of the receipt of the recorder in the ODS office.
- I am aware that it is my responsibility to notify ODS if I choose to recruit my own note taker and making sure that the note taker contacts the ODS office for the “Note Taker Agreement” form.
- Any questions or concerns regarding the note taker services should be directed to ODS office.

**I have read and agree to the above responsibilities and statements.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Course	Description	Day(s)	Time	Location
Example ENG 111	College Writing	M,W,F	9am to 10am	LS 120