



OFFICE OF
ACADEMIC ACCESSIBILITY

Note-taker Accommodation Information for the Instructor

If you are receiving this memo, it is likely that a student in your course this semester qualifies for the volunteer note-taker accommodation. The Office of Academic Accessibility encourages students with accommodations to submit their official accommodation letter to their professors within the first two weeks of class. If you have not received an accommodation letter from the student mentioned in the email associated with this letter, please contact our office.

The volunteer note-taker accommodation is one that requires the assistance of Messiah faculty in a unique way. In order to locate a volunteer in your class, we are asking you to reach out to your students via several modes of communication. Could you please help in the following fashion?

1. Use the attached template to email the students in your class or to mention the details of it during a class period. You may want to include the Note-taker Agreement as an attachment in that email.
2. Reach out to specific students in the class who you know could fulfill the note-taker role well.
3. Maintain confidentiality regarding the student who has the note-taker accommodation.
4. Follow up with a reminder email and/or mention the opportunity in a later class if you do not get a response initially.
5. If no one in the class volunteers to take notes, we ask you to share your class notes with the student with the accommodation.

Although the reason for the note-taking accommodation may not immediately be obvious, there are many disabilities, both apparent and invisible, that precipitate the use of this accommodation. Some of the most common are the following:

- The inability to focus on what is being said and write notes at the same time;
- Reading and/or writing challenges;
- Physical limitations that prevent writing notes; and/or
- Slow processing speed.

Please know that we sincerely appreciate your assistance in finding a volunteer note-taker this semester. We could not do it without you! The volunteer note-taker accommodation allows a student with a disability to better focus on what you are saying in the class and on the other activities that may be happening when the class is meeting. It leads to greater success for them.

If you have any questions or concerns about this or anything else regarding those served by the Office of Academic Accessibility, you are always welcome to stop by our office or to reach out via email or phone.

All of us in OAA thank you for your partnership!