

TO: \_\_\_\_\_ FROM: Disabled Student Programs and Services

RE: \_\_\_\_\_ CLASS: \_\_\_\_\_

DATE: \_\_\_\_\_ DAYS/TIME: \_\_\_\_\_

## **Instructors - Please Help Note taker Assistant Request**

The student presenting this form is receiving services through Disabled Student Programs and Services and will require the assistance of an in-class note taker who is capable of taking clear and concise notes. The in-class note taker will be paid a textbook stipend of \$50.00 to \$100.00 for the semester, depending upon the number of units given for the class. The payment will be made out to the in-class note taker to help cover their textbook cost. **The in-class note taker will provide DSPS with a copy of their textbook receipt and payment will be rendered at the end of the semester**

**Disabled Student Programs and Services would appreciate your assistance by:**

1. You making an announcement to the class that a student needs the assistance of a note taker and the student who will share his/her notes with this student will be compensated accordingly. (DSPS will provide NCR carbon paper at no cost or an Alpha Smart word processor for the note taker to use).
2. Recommending a student in class who you believe will take clear and concise notes.
3. Allowing the student to make the request for note taking assistance.

**If there is a student who is interested in assisting as an in-class note taker, along with the requesting DSPS student, contact Chris Garcia in Cunningham 120 or call 954-5330.**

Note taker's Name and Phone: \_\_\_\_\_  
\_\_\_\_\_

**DISABLED STUDENT PROGRAMS AND SERVICES  
CUNNINGHAM 120 - PHONE (209) 954-5330  
OFFICE HOURS: MONDAY - FRIDAY 8:00 A.M. - 5:00 P.M.**