



Term: _____

**Note Taker Student Agreement Form
Office of Student Disability Services**

Student Responsibilities

1. When possible, your note taker's notes are meant to supplement your own notes. Note takers are not expected to write down every word the instructor says.
2. Attend class regularly. Be on time to class.
3. Make arrangements to receive notes the same class day.
4. In the event you have problem with your note taker (e.g., note taker misses class without notifying you, doesn't provide notes in a timely manner, can't understand the handwriting or symbol), you need to communicate with your note taker the difficulties you are having. If you cannot resolve these issues, contact the director of SDS.
5. If you are absent from class, the Note taker is not required to provide you with notes unless you have notified your note taker in advance that you are sick or extenuating circumstances. If this is abused, note taker services could be revoked.

Note Taker Responsibilities

1. The notes you take are not required to be in any special format. However, they should be legible and contain pertinent information based on class lecture.
2. Attend class regularly. Be on time to class.
3. The note taker/student relationship should remain confidential.
4. Make arrangements for the student to receive notes the same class day.
5. If you are absent from class, you are to get replacement notes for the class missed (from another student). Contact your student as soon as possible, before or after you miss a class.
6. You are not responsible for providing notes for a student who is absent UNLESS the student is sick or has other extenuating circumstances, AND notifies you in advance.
7. You can photocopy notes in the Learning Lab, Room G-24, Student Services Building (copier available during office hours)

Community Service Hours:

The note taker will receive **ONE** hour of Community Service for each class meeting. You will write notes for the assigned class and you will receive community service for your time copying and preparing the notes for the student.

Please complete the Volunteer Time Sheet Form located on at www.nccu.edu. Forms should be turned in to the Academic Community Service Learning Program Coordinator at 200 Eagle Campus Drive. Time Sheets are due the **21st** of each month.

Note Taker Signature: _____ Date: _____

Student Signature: _____ Date: _____

Contact Information:

Note Taker phone number: _____
email: _____

Student phone number: _____
email: _____