West Valley College Disability and Educational Support Program

Note-taking Accommodation Agreement

Student Name ___________________________ Student ID# _______________________

Phone ______________________ E-mail Address ________________________________

How to Request Notetaking Accommodations
After viewing the Accommodations Workshop powerpoint, read and sign this agreement and drop it off with your schedule at the DESP front desk. The classes for which you are requesting notetaking accommodations should be listed below. This process is completed every semester you are requesting notetaking accommodations for any class.

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<th>Course Name</th>
<th>Instructor</th>
<th>Day/Time</th>
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1. It is a good idea to exchange contact information with the person who is taking notes.

2. Notes are to be exchanged at the end of each and every class session. Your notetaker might prefer to edit and/or type the notes and can give you the new version of the notes to you at the next class.

3. You and your notetaker are to attend each class session until the completion of the course.
   a. If your notetaker is sick or has an emergency, s/he should contact you prior to the class so that you can make alternative arrangements. In the case of absences, another student's notes from the class can be copied on the DESP copy machine for both the DESP student and the note taker. If the notetaker is absent frequently, please contact the Program Specialist immediately.
   
   b. If you miss class, it is your responsibility to contact the notetaker. Your notetaker will report to DESP if you are absent more than two consecutive days or absent frequently. DESP will then determine if notetaking should continue.

4. Notetaking is not a secretarial service and is not provided in lieu of the DESP student attending classes. Whenever possible, you are expected to take your own notes as well.

I have read and agree to abide by the above. I understand that the notetaking service can be stopped if I fail to do so.

_____________________________      ________________________
Student Signature           Date