



## Student Disability Services

### **Information for Arranging Note Taking Accommodations**

\*\*Please inform volunteer note takers to contact SDS to register and receive note taking instructions. Note takers may receive priority registration for the next semester and may document volunteer hours through VKSU (Volunteer Kennesaw) if interested. Volunteer note takers may contact SDS via email at [SDS@kennesaw.edu](mailto:SDS@kennesaw.edu) to sign up.\*\*\*

Students with a variety of disabilities may require assistance with capturing information presented in the classroom. Some students may not be able to write notes because of a physical limitation. Other students may have difficulty processing information presented orally and then generating a written synopsis. Students who lip read or have an interpreter in class must watch the interpreter or speaker and cannot look down to write notes without missing information. In these cases, the student needs another method of collecting information.

In most cases, the recommended method for capturing information presented in class is tape recording. A tape recording is obviously the most accurate and complete way to collect information from the classroom. Tape recording also gives the student the opportunity to process the information independently, but at his/her own pace and with appropriate technological aids.

In other classes, tape recording may not be a satisfactory accommodation either because of the student's disability (deaf, hard of hearing) or because of the highly visual nature of the lecture format (visual aids, problems written on the board, etc.) In these classes, having a note taker is the most practical and useful solution.

#### **Steps for Arranging a Note Taker:**

- Instructor identifies one or two volunteer note takers. Two is ideal in covering instances when one volunteer is absent.
- Instructor must honor the student's confidentiality, only disclosing the student's identity to the note taker, if the student has consented.
- Note takers will contact SDS in order to receive note taking instructions.
- Note takers will submit electronic copies of notes to: [owlaccommodate.kennesaw.edu/students](http://owlaccommodate.kennesaw.edu/students). Then select "Note-taking Services" to upload notes in the "Note Dropoff."
- Alternatively, students may submit hand written notes directly to the instructor, who will forward the hard copy to the student requiring the notes.

\*\*\*Note taking as an accommodation is intended to provide or supplement what the student would do for him/herself minus the disability. Note taking is not intended to give the student an unfair advantage by providing information that the student would not have gotten on his/her own, such as when the student is absent from class due to non-disability related circumstances.\*\*\*