

To: UTSA Instructors Providing **Note Taking Assistance** as an Academic Accommodation

Student Disability Services (SDS) recommends the following guidelines/steps for the implementation of the academic accommodation of **“Assistance from instructor in securing a volunteer note taker”** for students with disabilities who have documented condition/s and who are unable to take notes by traditional means. Once the official letter of accommodation from Student Disability Services is received which specifies “assistance in obtaining a volunteer note taker” as an academic accommodation:

- 1) During the first week of class, ask for volunteers or select key individuals you know in the class who would be willing to share copies of their notes with you and/or the student. Also request an alternate or “back up” note taker.
- 2) Once volunteers have been found, *discreetly* ask the student with a disability if he/she would like to meet with the note taker to arrange the transfer of the notes. **IMPORTANT:** The student receiving the notes does not have to disclose the disability to anyone other than Student Disability Services. If he/she does not wish to meet the note taker and would like the note taker to leave the notes with the instructor or at Student Disability Services for later pick-up, that may be to preserve their anonymity.
- 3) The student receiving the notes needs to decide if he or she would rather have the note taker use carbonless copy paper (NCR paper provided at no cost in our office) or use our copier in SDS to copy and/or enlarge the notes, which may be required for students with visual impairments.
- 4) Once the arrangements for the exchange of notes has been decided (either by the instructor, if the student does not wish to disclose the disability, or by the student if he/she does not mind if others know he or she is using a note taker) it is a good idea to ask the student receiving the notes if they are complete and legible. If not, it may be necessary to use the alternate note taker or locate another note taker.
- 5) Call SDS if you need further clarification or consultation with one of the Student Disability Services counselors regarding this issue or any other issues that may arise as the result of this accommodation.

Thank you for your time and attention to this matter and feel free to call our office at 210-458-4157 should you have further questions.