



ACU Box 29204  
Abilene, Texas 79699  
325.674.2667

# Faculty Guidelines:

## Arranging for Note Takers for Students with Disabilities

- Students with a documented need for assistance with note taking will bring you an *Academic Accommodations Memo* from Alpha Academic Services at the beginning of each semester. This memo will designate the classroom accommodations the student has requested that are deemed appropriate and reasonable after careful examination of the student's documentation. You should sign this memo and discuss the student's individual need with him or her in a private conversation.
- The student may request to announce or request that you announce the need for note takers in the class. It is most efficient to have at least two students identified as note takers in order to ensure the presence of a note taker at each class meeting. The announcement should be made in a way that avoids calling attention to the student who needs this accommodation.
- **Students willing to serve as note takers should make an appointment to visit with Mattia Bray, Student Disability Services Coordinator, to review the guidelines for taking notes for students with disabilities.**
- There are two options for getting copies of student notes to students who need this accommodation:
  - Note takers use NCR paper and immediately after class hand the notes either to the student or to the professor.
  - Note takers use their own paper and bring the notes to the Alpha office for copying. The student picks up the notes from the Alpha office.
- When possible, it may be helpful to the student to have a copy of your lecture notes or special graphic models. Whenever needed, Alpha personnel will assist with copying of class notes for the student.
- The Alpha staff is ready to serve both you and the student. Please call us with any questions, concerns, or ideas you might have that would help us as we attempt to remove any barriers for students with disabilities from the teaching/learning process.