Memorandum

To: Faculty and Students
From: Access Center Accessibility Services Coordinator
RE: Notetaker Agreement Form

Office Location: Plaza Building 122
Email: accesscenter@msudenver.edu
Phone: 303-556-8387
Fax: 303-556-6852

Access Center Student: Please read the form and fill out the top portion on reverse side (Access Center Student 900#). Once the top portion is complete, give this form to your professor. The Access Center encourages you to submit this form along with your faculty letter to your professors at the beginning of the semester during your first class. If you encounter any difficulty with this process, contact the Access Center immediately. At the end of the semester, come to the Access Center to verify that your notetaker has fulfilled his/her volunteer services in order for them to receive a letter of appreciation for community volunteerism and gift card. Please remember that notes provided by a notetaker are not in lieu of attendance. Students are expected to attend class regularly.

Faculty: The student who provided you this form requires a peer notetaker. Please read the ANONYMOUS announcement below at the beginning of today’s class. PLEASE KEEP THE STUDENT’S NAME CONFIDENTIAL.

ANNOUNCEMENT: A FELLOW STUDENT WHO UTILIZES PEER NOTETAKER ACCOMMODATIONS FROM THE ACCESS CENTER WOULD APPRECIATE YOUR ASSISTANCE BY PROVIDING HIM/HER COPIES OF YOUR NOTES. AS A THANK YOU FROM THE ACCESS CENTER, YOU WILL RECEIVE A LETTER OF APPRECIATION AND A $20 GIFT CARD FROM THE AURARIA BOOKSTORE. PLEASE SEE ME AFTER CLASS TO COORDINATE EXCHANGING OF NOTES. THE ACCESS CENTER GREATLY APPRECIATES YOUR VOLUNTEER SERVICES.

After class, please give the notetaker agreement information to the student who volunteers. Ask him/her to read and fill out the reverse side of this form and return it to the Access Center, Plaza Building, Suite 116. If no one volunteers, please contact our office at 303-556-8387 for assistance. Thank you for your assistance in this important matter. Jennie Stoutenburg, Access Center Accessibility Services Coordinator

COMPLETE REVERSE SIDE OF FORM
THIS SECTION TO BE COMPLETED BY VOLUNTEER NOTETAKER

The Access Center appreciates your volunteer services for a student with a disability. Notes can be supplied to the student with photocopies of your notebook, which can be copied for free in the Access Center, or the Access Center will supply carbonless duplicate paper for your use. Please visit our website for notetaking guidelines, www.msudenver.edu/access/resources.

Please complete this Agreement Form and return it as soon as possible to our office, located in the Plaza Building, Suite 122. This Agreement will be held in the Access Center until the end of the semester when the student will sign and verify the notes were received. When you successfully complete a semester of notetaking, a letter of appreciation and gift card will be available for pick-up in our office.

PLEASE NOTE: If the student does not show up for 3 consecutive classes please contact our office so we can determine if the student will be returning to class. You will be notified if services are cancelled. Please complete the section below with your contact information.

Thank you, we appreciate your assistance!

PLEASE PRINT CLEARLY

NOTETAKER’S NAME ___________________________________________ 900 # __________

CONTACT# __________________ E-MAIL ____________________________

☐ FALL  ☐ SPRING  ☐ SUMMER

YEAR ______________________________

COURSE __________________________ CLASS TIME ___________ ☐ AM ☐ PM

CLASS DAYS ☑ M ☑ T ☑ W ☑ R ☑ F ☑ S ROOM# __________

I am registered for the above-referenced class. I agree to provide a complete set of class notes within 1 day of each classroom session, preferably the same day of class.

_________________________ ______________________
NOTETAKER SIGNATURE DATE

___________________________________________________________
TO BE SIGNED BY ACCESS CENTER STUDENT AT THE END OF THE SEMESTER

_________________________ ______________________
RECIPIENT’S SIGNATURE DATE

Revised: 8-14