

In Class Announcement
Requesting Assistant
for Student with Disability

A student with a disability in this class is looking for an individual to share class notes with them this semester.

This individual would be responsible for making a copy of their own class notes and sharing them with the student who requests them. You may be contacted by the student directly to set up this accommodation. The copier at the DRC will be available for use by note takers. Note takers will receive a gift card to the UIC bookstore from the Disability Resource Center after the semester is over.

If you are interested in being a note taker, complete the sign up sheet that I am passing around. Please return it to the front of the classroom after it's been circulated.

Thank you for your assistance.

Note to instructor: Note taker provision is a supportive service available through the Disability Resource Center (DRC) to students with documented disabilities. Provision of this service is mandated by US federal law. In the event that no one expresses interest in being a note taker for the student, the student may request that you make a second announcement to the class. If no one volunteers, alternative arrangements will need to be made to make sure that the student's disability is accommodated in the classroom. The student requesting the service has been instructed to notify the DRC if a note taker is not found. In that case, someone from our office will contact you to make alternate arrangements. Your cooperation in this matter is much appreciated.

Note Taker Sign Up Sheet

NAME	E-MAIL ADDRESS

Please return to the front of the room after circulation. Thank you.