Disability Services (DS) is committed to a positive educational experience for all Westminster College students. As a note taker, you are an important part of our efforts to serve students with disabilities. These guidelines and procedures will define what is expected of you. Contact Disability Services at DisabilityServices@westminstercollege.edu or call 801.832.2272 with any questions. DS looks forward to working with you.

Confidentiality
As a note-taker, you may be naturally curious about the nature of your classmate’s disability. We ask that you please respect that student’s right to privacy. Do not approach the student for whom you are taking notes to ask them about their disabling characteristic. This is a highly sensitive subject, and the student may be uncomfortable discussing their personal information with a service provider. Do not disclose the identity of the student or their disability to others. Please review the confidentiality agreement for more on this subject.

Types of Notes
*Public* – You will know the name of the student you are taking notes for and will be in constant communication with them throughout the semester.
*Private* – You will NOT know the name of the student you are taking notes for and will be delivering notes to Disability Services for a staff member to email to the student. As a private notetaker, you must submit “notes” every day you have class. If it was a day you didn’t take notes (e.g. exam, film) type that in the body of the email.

Category of Notes
*Paper (Handwritten)* – If you handwrite your notes and the student has identified themselves to you, you can come to the Testing Center directly after class and make copies to give the student or you can take a picture of the notes with your phone and send them to the student. If the student has chosen to remain private, come to Disability Services to make copies and give to a staff member.
*Typed (Computer)* – If you type your notes and the student has identified themselves to you, you should email your notes to your student directly after class. If the student has chosen to remain private, email the notes to DisabilityServices@westminstercollege.edu with the following information in the subject line “Course Number and Professor Name.” We will forward the information to the student.

**Notes must be delivered to the student or Disability Services within 24 business hours after the end of class.**

Class Punctuality & Attendance
- It is important that you are on time and ready when class begins.
- Excessive absences will result in the discontinuation of your provision of this service. You are responsible for getting substitute notes for missed class days for both yourself and your student.
- If a lengthy absence is anticipated, please contact Disability Services so that other arrangements can be made.
- You will be notified if the student withdraws from the class.
• If you withdraw, please notify Disability Services and the student (if you know the student) immediately so we can make other arrangements.

Note Taking Format
• The student with disabilities is expected to attend class and take notes for themselves.
• The top of the first page of each set of notes should include the following: course number, class title, professor name.
• Number each page: if more than 1 page, use 1 of 3; 2 of 3, etc.
• Do not cram words together.
• Skip lines between ideas.
• Abbreviations may be used if explained.
• Write clearly and legibly.
• Organize your notes in a consistent fashion.
• Accuracy is imperative. Write down test and quiz dates, due dates, homework assignments mentioned in class, book titles, etc.

Helpful Hints
• Remember that all disability-related information, including the identity of the student, must remain confidential. Do not share the name or disability of the student for whom you are taking notes with others.
• Exchange names, phone numbers, and email addresses with the student. Disability Services will provide the student with your contact information, and they are expected to initiate contact with you. If you do not hear from them within a week, contact Disability Services.
• Should any problems occur with the student that cannot be worked out, be sure to contact Disability Services for assistance.
• A note-taker is NOT a tutor. If the student has questions about assignments, it is best to refer them to your professor. You have volunteered to take notes and provide the notes to the student in a timely fashion.

Signing Up to be a Volunteer
• Reply to the email and/or text message sent that you are interested;
• Visit Disability Services/Testing Center to complete the following:
  o Sign Note-taker Agreement;
  o Sign Confidentiality Form;
• Upon sign-up you will receive a gift certificate to Amazon.com within one to three weeks.

Thank you for your time and cooperation. If you have questions, please contact Disability Services. We look forward to working with you. DisabilityServices@westminstercollege.edu 801.832.2272

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