

Information for Arranging Note Taking Accommodations

Students with a variety of disabilities may require assistance with capturing information presented in the classroom. Some students may not be able to write notes because of a physical limitation. Other students may have difficulty processing information presented orally and then generating a written synopsis. Students who lip read or have an interpreter in class must watch the interpreter or speaker and cannot look down to write notes without missing information. In these cases, the student needs another method of collecting information.

In most cases, the recommended method for capturing information presented in class is tape recording. A tape recording is obviously the most accurate and complete way to collect information from the classroom. Audio recording also gives the student the opportunity to process the information independently, but at his/her own pace and with appropriate technological aids.

In other classes, audio recording may not be a satisfactory accommodation either because of the student's disability (deaf, hard of hearing) or because of the highly visual nature of the lecture format (visual aids, problems written on the board, etc.) In these classes, having a note taker is the most practical and useful solution.

Steps for Arranging a Note Taker:

- Once a note taker request is received, Student Disability Services (SDS) will email students enrolled in the course to request one or two volunteer note takers. Two is ideal in covering instances when one volunteer is absent.
- SDS and instructors must honor the confidentiality of the student receiving note taking accommodations.
- Note taker volunteers must contact SDS in order to receive note-taking instructions and fully register as the assigned note taker for the course.
- Note takers must submit electronic copies of notes to Owl Accommodate via the following website: <http://owlaccommodate.kennesaw.edu/students>.
- Note takers may receive priority registration for the next semester and may document volunteer hours through Volunteerism and Service Learning Support (formerly VKSU) if interested.

*Note taking as an accommodation is intended to provide or supplement what the student would do for him/herself minus the disability. Note taking is not intended to give the student an unfair advantage by providing access to information other students in the class could not receive.

For Questions, contact us via email at sds@kennesaw.edu