



Student Accessibility and Support Services
Bart Luedeke Center, Suite 200
2083 Lawrenceville Road
Lawrenceville, NJ 08648-3099
T 609-895-5492
F 609-895-5507
accessibility@rider.edu
www.rider.edu/SASS

Procedure for the Academic Accommodation of "Use of a Notetaker"

Dear Professor,

This accommodation allows a student to obtain a copy of another student's class notes.

In order to facilitate this accommodation we recommend the following:

1. Send the **ANNOUNCEMENT*** to your class that a fellow student needs a notetaker.
2. Ask them to respond to you if they are willing to provide this service.
3. Send notetaker contact information to the accommodated student who will make arrangements with the volunteer.

It is important to keep the identity of the accommodated student confidential.

Please note: If the student has concerns about contacting the volunteers or if there are no volunteers, direct the student to SASS.

***ANNOUNCEMENT:**

"A fellow student requires a copy of lecture notes for every class in order to have equal access to the material covered in lecture. I ask that you consider volunteering to supply a copy of notes to the student after each class that you attend. If you are willing to volunteer, please reply to this message with your name, email address and cell phone number. The student will contact you to discuss specific arrangements regarding the notes."

If you have any questions or concerns please contact SASS at accessibility@rider.edu.