

RADFORD UNIVERSITY

Center for Accessibility Services

P.O. Box 6902
Radford, VA 24142

cas@radford.edu

Phone: 540.831.6350

Video Phone: 540.922.1176

Fax: 540.831.6525

Volunteer Note Taker Sign-Up Sheet

** Instructor, see the back of form for guidelines **

To Be Completed By Instructor

Course & Section (Ex. POSC 120 – 01)

Instructor Name (please print)

Instructor Email Address

Instructor Contact Number

Volunteer Note Taker Expectations:

- Attend classes regularly
- Write legibly
- Complete mandatory Note Taker Training Program provided by the Center for Accessibility Services
- Maintain confidentiality
- Be in good academic standing
- Take detailed notes
- Submit notes **at least** twice a week or notify the CAS if there were no notes at casnotes@radford.edu

Volunteer Note Taker Perks:

- Early Registration for next semester
- Community Service
- Résumé builder

Volunteers will receive an email if selected.

If volunteer note taker expectations are unfulfilled, benefits will be terminated.

Volunteer Name	Student ID #	Email Address	Cell Phone #

For CAS Use Only:

CAS Student ID Number

Semester

Note Taker Registered

Date

CAS Staff Initials

INSTRUCTOR GUIDELINES FOR NOTE TAKER ACCOMMODATIONS

Radford University instructors and staff are obligated by federal law to provide reasonable academic accommodations for students with disabilities. You have received this form because at least one student in your class has been identified as requiring a note taker.

Complete the top section of this form and circulate around your classroom either the first day of classes or immediately upon receipt.

After circulation, **return this form within 5 business days** to the Center for Accessibility Services via

Fax: 540-831-6525

Email: casnotes@radford.edu

PO Box 6902

Drop off in person to the CAS located in Suite 54, Lower Level Tyler Hall.

If you are having difficulty securing a note taker, contact the Center for Accessibility Services as soon as possible for assistance.

Professors must never disclose which student is seeking accommodations. That is confidential information.

See below for script suggestion:

"There is a student in the class who is eligible to receive note taking services. This form outlines the expectations and benefits of becoming a volunteer note taker. If you are interested in being a volunteer note taker for the Center for Accessibility Services, please provide your contact information on this form and someone from their office will be in touch with you."

Thank you for your assistance with this process!

- Center for Accessibility Services Staff