

*Montgomery College*  
Disability Support Services

MEMORANDUM

TO: Instructional Faculty

FROM: Disability Support Services

RE: Helping your student with a disability find a volunteer note taker.

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In the *Accommodations Letter* that you have just been given by a student with a disability, you will find the recommendation of “peer notes.” The student will discuss with you whether he/she wishes to make a request to the class for volunteer note takers and to receive the notes directly, or whether he or she prefers you to make an announcement and to collect the notes after class for him/her.

If you make the announcement, you may find it helpful to read the following statement to your class. Once two volunteers are secured, please distribute to the volunteers the **blue note taker instruction letters** along with the carbonless-copy paper the student will supply.

**Sample announcement:**

Disability Support Services is asking for two or three students from this class to volunteer to share their notes with a classmate with a disability. Students with a disability attend class regularly; however their disability may interfere their ability to take notes. They may not be able to take their own notes because they may have to watch a sign language interpreter closely, they may have low vision or have very limited use of their hands, or they may have difficulty listening and writing at the same time.

Disability Support Services would like to stress two points. First, it’s very convenient to be a volunteer note taker. You never have to give up your notebook or visit the Disability Support office for xeroxing. All you have to do is use the loose-leaf carbonless-copy paper provided, which can be used by itself or with your own notebook paper. I will hand out **blue instruction letters** explaining all this to the volunteers. If you prefer to type your notes or do it some other way DSS can work this out with you.

Second, please don’t feel that you have to be the best note taker in the world to volunteer. We’re looking for people who write legibly, get the main points, and want to help.

Thank you for your assistance! If you have questions about the student’s accommodation, please call the counselor listed on the Contact Letter.