Notetaker Request Form

Notetaker Request Policy
I understand that I must comply with the following requirements in order to receive notetaking as an accommodation at Emory University:

1. I have read and understand the note-taking policy and procedures available at ADSR's website.
2. It is my responsibility to request a notetaker after attending the first class meeting.
3. I will attend classes, as scheduled. If I miss class, it is my responsibility to obtain notes for the class I missed. Notetakers are not to share their notes for absences not directly related to accommodations I am eligible for, as indicated in my accommodation letter.
4. I understand all notetakers must complete the Notetaker Training and submit the Notetaker Agreement Form once recruited.
5. I will be contacted by the ADSR Notetaker Coordinator as soon as a notetaker has been found. I will also be contacted by ADSR in a timely manner if a notetaker cannot be found, and at that point informed of my other accommodation options.
6. I understand that it is my responsibility to communicate to ADSR (oxfordnotetaking@emory.edu) if the notes I receive are unclear, not received within twenty-four (24) of the course (with the exception of weekends and holidays), not appropriate for my needs based on my disability, or if I no longer require the service.
7. Should I choose, I can make myself known to my notetaker and arrange to pick up notes directly from him or her. Otherwise, I may remain anonymous and understand that notes will be available to pick up.
8. I understand that if I do not follow any of these agreements, ADSR may suspend these services until a resolution can be reached.
9. If I have made arrangements to pick up my notes from ADSR, I understand that if I do not pick up within two (2) weeks my note-taking services will automatically be suspended and a letter or e-mail will be sent regarding the policy and procedures of receiving the service. The services will remain suspended until I meet with an ADSR staff member.

Electronic Signature __________________________________________
After you have attended the first class, please submit the following form:

Student Name: ____________________________

Student ID: ____________________________

Student Email: ____________________________@emory.edu

**COURSE NOTES ARE NOT PROVIDED** when PowerPoint or instructor notes/outline are available (either hard copy or on Blackboard) PRIOR to class meeting times.

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<thead>
<tr>
<th>Class Name i.e. BIO 101</th>
<th>Class Section i.e. 001</th>
<th>Class Day i.e. MTWTHF</th>
<th>Class Time i.e. 12:00p-2:00p</th>
<th>Instructor’s Name First and Last</th>
<th>Instructor’s Email Address <a href="mailto:username@emory.edu">username@emory.edu</a></th>
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Please check one of the following:

- [x] 1. I will recruit my own notetakers.
- [ ] 2. I would like the ADSR office to coordinate notetakers for my class(es).