

**Classroom Note-taker Agreement**

Return to Ruffatto Hall, Room 443

**Student Receiving Notes:** \_\_\_\_\_

**Course name/number** \_\_\_\_\_

**Year** \_\_\_\_\_ **fall**  **winter**  **spring**  **summer**

You have been asked to supply classroom notes for a student, or students, with a disability. The Disability Services Program (DSP) greatly appreciates any person who volunteers to take notes. The following is an Agreement between DSP, the note-taker and students receiving notes.

- Note-takers may receive a credit of \$40 for the DU bookstore (loaded on your Pioneer Card) for their services. **This is considered a “scholarship” and reported to Financial Aid.** It is the student note-takers responsibility to check with Financial Aid regarding eligibility for scholarship funds.
- **Credit must be used by June 15, 2016 or it will be forfeited.**
- The credit will be awarded per note-taker for each class regardless of how many students with disabilities receive the notes.
- Carbonless paper is available at the DSP office (Ruffatto Hall, 4<sup>th</sup> Floor), notes may be photocopied in the DSP office at no charge or electronic notes may be emailed directly to the student needing notes.
- Agreements must be returned to DSP within two (2) weeks after completion of quarter/semester.
- This Agreement is VOID if:
  - the note-taker misses more than 2 classes without making arrangements with the student for whom notes are being taken or if note-taking problems can’t be resolved,
  - or if the student receiving the notes does not attend three (3) consecutive classes and/or drops the course.

***Please print legibly!***

Note-taker Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*I agree to provide a complete set of class notes within 48 hours of each class meeting.*

\_\_\_\_\_  
**Note-taker Signature**

\_\_\_ I accept Bookstore credit  
\_\_\_ I waive Bookstore credit

\_\_\_\_\_  
**Student Receiving Notes Signature**

<b>DSP Use Only</b>
Date processed:
Staff: