

**GUIDELINES FOR RECEIVING NOTES**  
**DISABILITY SERVICES FOR STUDENTS**  
**SOUTH WING 120 (TWIN RISE)**  
**716-878-4500**

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1. The following is the current procedure used by our office to obtain a notetaker:
  - Two weeks before the semester begins emails are sent through BANNER to all the students in your class.
  - One to two weeks before the semester begins previously employed notetakers are contacted to see if they would again be willing to be notetakers.
  - Several days before the semester begins your professors may be sent a form email requesting a Notetaker (the student is not identified).
  - At the end of the first week a 'friendly reminder' email is sent to follow up and reinforce their announcing in class that a notetaker is needed (the student is not identified).
2. Students are requested to assist us in finding notetakers. This can be done by approaching other students or friends in class. We are aware that this may be uncomfortable but we still need your support.
3. Students need to take notes in class even though you have a notetaker *unless you have a disability that completely will not allow this.*
4. Notetaking cannot be 100% guaranteed. Sometimes student notetakers cannot be found despite our best efforts. Also, not everyone in your class is suitable to be a notetaker. Additionally, notetakers are students with personal lives and have ups and downs in the same way all students and people do. They get sick, get in car accidents, and have personal struggles that may mean they miss class occasionally.
5. Students need to pick up notes and maintain contact with our office regarding changing and dropping or adding classes **AND if you change your schedule you need to let Ray Lorigo know right away.**
6. Students also must check their BSC email for messages from us regarding notetakers.

Student: \_\_\_\_\_ Dated: \_\_\_\_\_