Volunteer Note Taker Required

**Faculty:**
This student has been prescribed a note taker for this class. Please follow the steps provided to obtain a note taker for the student:

1. **Do not announce or identify the DSS student in your class**
2. Announce to the class that a volunteer note taker is needed
3. Once a student has volunteered to take notes, ask for them to meet you after class for further instructions

Ask the volunteer to **complete the information on the back of this form and the DSS student will pick up this form from you after class.**

If the DSS student discloses that he/she would like to remain anonymous from their note taker, please advise the note taker to drop off copies of the notes to the DSS office. The DSS student will be responsible for picking up their notes.

If the DSS student does not disclose that he/she would like to remain anonymous, you can have the note taker meet with the DSS student after class for them to coordinate their notes exchange.

***If no one volunteers, you may announce that we offer priority registration for the upcoming semester to individuals who are note takers for DSS students.***

**Student:**
After your professor receives the completed volunteer note taker form, it is your responsibility to collect this form and submit it to the DSS office in UH-101 and contact your note taker to coordinate receiving your notes throughout the semester.

There are several ways to receive copies of your notes:

1) Go to the DSS office and we will make copies for you at no cost.
2) Pick up NCR (makes a carbon copy) paper and give it to your note taker.
3) Download an app that allows you to take a scanned photo of the notes (i.e. Droid Scan, Office Lens).

If you choose to remain anonymous, please ask your professor to communicate this to your note taker and have your note taker leave copies of the notes in the DSS office. You can ask that the DSS reserve a mailbox for you to pick up your notes from.

If you do not have a note taker by the second week of classes OR if your note taker is unreliable OR drops the course, please email your DSS counselor or email dleischner@fullerton.edu as soon as possible so we can assist you in securing another note taker.
Volunteer Note Taker Guidelines

As a note taker, you are responsible for taking notes for the entire semester. As an incentive for your services, you may be eligible to receive priority registration for the upcoming semester. Please carefully read the following guidelines, as they are important to your role as a note taker.

If you are unable to fulfill your duties or come to class on a regular basis, you need to connect with your professor and DSS student to coordinate an alternative plan.

There are several ways to provide copies of your notes to the DSS student:

1) Go to the DSS office and we will make copies for you at no cost.
2) Take your notes on NCR (makes a carbon copy) paper. The DSS student can provide you with NCR paper or you can pick up NCR paper in the DSS office at no cost.
3) Download an app that allows you to take a scanned photo of the notes (i.e. Droid Scan, Office Lens).

If you know the DSS student that you are taking notes for, you can coordinate with the student to provide them with a copy of your notes.

If the DSS student chooses to remain anonymous, you can drop off a copy of the notes to the DSS office, where the DSS student will pick up the notes themselves or you can email them directly to dleischner@fullerton.edu

If you have any questions regarding note taking, please contact Dena Leischner at dleischner@fullerton.edu or visit the DSS office in UH-101.

By signing below, you understand your roles and responsibilities as a note taker.

X__________________________________________________________

Please fill out your information below and the DSS student will submit this form to the DSS office, where we will determine your eligibility to receive priority registration for the upcoming semester.

Name: ___________________________________________________

CWID: ___________________________________________________

Course: ___________________________________________________

DSS Student: _______________________________________________