



REQUEST FOR NOTE-TAKING SERVICES

Reminder: You must submit an *Accommodation Letter Request Form* each semester along with this form so that faculty may be informed of your needs.

Note-taking services are provided to students who have been granted this accommodation by SSD. Students utilizing this accommodation must follow SSD's note-taking services guidelines to ensure timely and efficient provision of notes.

Please provide the following information, which will be used to secure note-takers for the courses you indicate below. Please list all classes for which you will need note-taking services. Incomplete course information can result in a delay of services. **You MUST put every class that you need note-takers for on this form in order for SSD to secure a note-taker in that class. Please note that note takers will not be secured in classes for which you are registered, or that you have added to your course load that are not on this form.**

Student Name: _____ 700#: _____

If possible, would you like your notes emailed to you? Yes _____ No _____

If YES, please clearly write your email here: _____

Date: _____ Signature: _____

1. Course Title: _____

Days and Times: _____ CRN and Section: _____

Professor: _____

Professor E-mail: _____

2. Course Title: _____

Professor: _____

Days and Times: _____ CRN and Section: _____

Professor E-mail: _____

3. Course Title: _____

Professor: _____

Days and Times: _____ CRN and Section: _____

Professor E-mail: _____