

**ONLY STUDENTS WITH 'PEER NOTETAKER' ELIGIBILITY ON A FACULTY NOTIFICATION LETTER ARE ELIGIBLE**

Dear faculty member:

A student in your course is registered with Disability Assistive Technology Center (DATC). We have determined that note taking assistance is a reasonable accommodation for this student. Please identify a peer note taker in the course by reading the announcement below. Route the sign-up sheet to all class members, returning it to the student who needs the note taking assistance.

In the event no one volunteers following the announcement:

- Please assist in identifying a student in your class with good note taking abilities and ask them if they would be interested in being a note taker.
- Contact Amy Seering, campus contract for DATC in the solution to discuss other ways notes can be provided for the student.

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**In-Class Announcement Requesting  
Note takers for Students with Disabilities**

There is a student in this class who needs note-taking assistance. On behalf of this student, I am asking each of you to consider being a paid note taker for this course.

The only qualifications are that the note taker has legible handwriting or is a proficient typist, plans to attend class regularly, and is willing to share notes. The student and peer note taker will coordinate with each other on how to deliver notes. If needed, the Solution Center can scan copies and email it directly to the student with accommodations.

I will be circulating a sign-up sheet. Please write your name, phone number and e-mail address if you are interested. The student who needs notes will contact you with additional details.

Thank you very much for your assistance in providing access for one of your fellow classmates!

*For additional information, please contact Amy Seering at 715-261-6237 or  
aseering@uwsp.edu*

