

ACCOMODATION REQUEST: NOTE TAKER

DATE: _____

TO: _____

FROM: Prof. Del Vecchio, Learning Specialist, Rudin Academic Resource Center (ARC)
Telephone: #2473; email: tdelvecchio@iona.edu

Re: **Request for Note Taker**

In accordance with state and federal laws and regulations (Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), it is the policy of Iona College to have faculty, administrators, and staff provide **reasonable and appropriate accommodations** to students with disabilities. One such accommodation is to have a reliable and capable student serve as a note taker and share his/her class notes with a student with disabilities. Note takers are volunteers* from within the class the student is taking.

_____, currently enrolled in your _____ course, has met the eligibility requirements for this accommodation and is requesting it in order to have the opportunity to demonstrate his/her ability to master course content/skills.

If the student is not able to obtain a note taker on his/her own, then please, **discreetly** and **as soon as possible**, assist the student in finding a volunteer note taker (and one back-up in case of absence) who will allow copies to be made of his/her notes. To ensure the **efficient and timely** sharing of notes at the end of each class, the student and the note taker are encouraged to make use of **carbonless copy paper**, which is available from me in room A05. Note takers who use a lap top can email notes directly to the student. If the student wishes to maintain confidentiality from the note taker, then we ask the note taker to deliver his/her notes to ARC (A012) on a weekly basis, where notes will be copied, filed, and made available for pick up by students who have requested them. If they prefer, students may tape record lectures and professors may supply their own notes to students in hard copy or electronic format.

Please ask the note taker (and an alternate in case of absence) to complete the information on the attached form and return it to me. If preferred, the information requested on the form may be emailed to me. Contact me if you need any further information or assistance. Thank you for your cooperation.

*Volunteer note takers will receive a letter of commendation at the end of the semester indicating their extra curricular service to Iona College and their willingness to reach out to students with disabilities. Experiences of this type may be included on their resumes. In addition, all note takers will be invited to all celebratory events sponsored by ARC.