



VCU

Student Accessibility and
Educational Opportunity
Student Affairs

REQUEST FOR NOTE TAKING SERVICES

907 Floyd Avenue, Suite 018
Richmond, VA 23284
Phone: (804) 828-2253
Fax: (804) 828-1944
Email: saeo@vcu.edu
Website: www.saeo.vcu.edu

Please complete this form if you plan on using note taking accommodations provided by The Office of Student Accessibility and Educational Opportunity (SAEO).

PLEASE NOTE: If note taking services are not approved on your accommodation letter, you must meet with your case manager to request such accommodations. Furthermore, please remember that requests for note taking accommodations must be done per semester.

Name

V Number

VCU Email

Phone

For what semester and year are you requesting note taking services?

Semester: _____ **Year:** _____

Fall

Spring

Summer

Please attach and/or email a current copy of your class schedule for the semester and year you are requesting note taking services to saeonotes@vcu.edu. This should include course names, course section numbers, and the instructor's name for each course. If you are granted note taking services, please notify SAEO as soon as possible if you add, drop, or withdraw from a course via email at saeonotes@vcu.edu.

Student Signature

Date

Course Title

Course Number

Course Section

Instructor's Name

Course Title

Course Number

Course Section

Instructor's Name

Course Title

Course Number

Course Section

Instructor's Name

Course Title

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