



## Note Taking /Instructors

### Student Accessibility and Educational Opportunity (SAEO)

907 Floyd Ave., Room 102  
Richmond, VA 23284

**Phone:** (804) 828-2253 **Fax:** (804) 828-1944 **Email:**  
saeo@vcu.edu

**Web:** saeo.vcu.edu

Dear Professor,

As noted in the provided accommodation letter, the student providing you with this correspondence has a verified disability that impacts their ability to take notes while listening and/or participating in your course. The student is entitled to a peer note taker in order to fully access your class. **We request your assistance in securing one or more students in your class** who are willing to share notes on a regular basis with this student. This requires three basic steps:

1. Secure a note taker
2. Provide the note taker with the attached paperwork
3. Contact SAEO if you do not receive a volunteer

1. To secure a note-taker, consider the following:

- Make an announcement to your class at large asking for one or more volunteers who would be willing to share their notes with a student who needs assistance.
- Approach a student(s) in your class who you personally feel possesses strong note taking skills, and ask if they would consider being a note taker.
- Because all matters pertaining to a student's disability are to be treated as confidential, please **do not identify the student for whom the note taker will be taking notes**. We suggest phrasing along the following lines:

*"VCU has requested volunteers in this class to share their notes with a student who needs assistance. If you/anyone would like to volunteer or learn more, please contact me after class."*

2. After receiving one or more volunteers, provide the volunteer(s) with the attached paperwork (information and a registration form that must be completed and submitted to Student Accessibility and Educational Opportunity). It is extremely important that the volunteers submit the information sheet to SAEO as soon as possible, so that the student in need can begin receiving notes as quickly as possible.
3. If you do not receive any volunteers, please make a second announcement. If you still do not receive any volunteers after two announcements, please contact the note-taking coordinator at [saeonotes@vcu.edu](mailto:saeonotes@vcu.edu).

Thank you so much for your cooperation and assistance. Please do not hesitate to contact the office at any time should you have any questions or concerns!