# **SAC Note Taker Request Form**

## TO BE COMPLETED BY REQUESTER:

Course code:

CRN #:

Day/Time:

Professor’s Name:

N # of SAC student:

Initials:

I wish to remain anonymous:

\*Delivery method will beelectronic via link sent to your UNF email.

## TO BE COMPLETED BY THE NOTE TAKER:

Name of Note Taker:

N # of Note Taker:

I wish to document for service hours: I am note taking for other student(s):

## Confidentiality Statement:

I, , a volunteer note taker for the Student Accessibility Center, agree to respect the confidentiality of the student(s) for whom I am taking notes. I will not, without the expressed written permission of the student(s), discuss any information regarding him/her to anyone, including faculty members.

**Volunteer Signature (Please sign with initials):**

Date:

## Note Taker Request Instructions

## REQUESTOR:

1. Complete the top portion of the request form.
2. Email the form to your professorwho can assist in finding a note taker.

* If you are not getting consistent notes from your note taker, please contact the SAC.
* If you drop a class, **please** contact the SAC office so we can notify the note taker.

## PROFESSOR:

Options for recruiting a note taker for a student registered with the Student Accessibility Center (SAC):

* Select a student who you knowto be a good student/note taker and ask if that student would volunteer to be a note taker for the SAC student.

**OR**

* Announce to your class that a student – **NO NAME, PLEASE** – needs a volunteer note taker for the class.
* Email this form to the volunteer.

While this is a volunteer service, note taking students may receive service hours and/or a letter of recommendation from the Director of the SAC.

## VOLUNTEER NOTE TAKER:

* Complete the bottom section of the request form.
* Email this completed form to **Emily Peterson,** [**e.peterson@unf.edu**](mailto:e.peterson@unf.edu) **or** [**SAC@unf.edu**](mailto:SAC@unf.edu)