

Directions and Policies for Note-takers

Instructor:

- Note-taking services will only be provided to those students whose disability clearly warrants the need for such service.
- There may be one or more students in class that have been approved for note-taking services.
- Eligible students MUST attend class regularly.
- Please do not make reference to the specific student requesting this assistance. This is a confidential matter.
- Please check the prospective note-taker's notes for thoroughness and legibility. If you feel they might be a good candidate, please direct them to SAS Coordinator/Counselor Frances Moy at fmoy@peralta.edu.

At your earliest convenience we would appreciate your making the following announcement:

“Currently Merritt College serves approximately 500 students with disabilities. One or more of those students require note-taking services to succeed in this class. There would be one (1) Note-Taker per class for all the students needing this service. Note-takers can also choose to volunteer their services to assist the college community.

The Student Accessibility Services program (SAS) can provide note-takers with a letter confirming their volunteer services which can be used as documentation on their resume for work,

community service or for applications to four (4) year Universities upon request.

If you are interested in being a note-taker for this class please see me after class.”

SAS Students:

- **Read** the information on this page and the previous page about notetaking services.
- **Ask a fellow student** if they might be interested in providing this service to you or **ask the instructor** to make an announcement. A suggested script for the instructor to announce to the class is provided above.
- After **several unsuccessful attempts** to identify a note-taker by the instructor and the student, an SAS staff member will personally attend class to recruit a note-taker.
- If a note-taker is found, the student must contact Frances Moy, SAS Coordinator/Counselor at fmoy@peralta.edu with their name, the class, and the name of the note-taker.
- The note-taker is **not** your personal note-taker. They may be taking notes for other students in class.