



Testing and Disability Services  
Phone 706.737.1469  
Fax 706.729.2298

## DISABILITY SERVICES NOTE-TAKER ANNOUNCEMENT

### PROFESSOR:

Please read the following announcement in class, keeping the disabled student's name confidential:

**“A student in this class requires a note-taker. If you are interested and take organized notes, please contact me after class or via e-mail. You will receive a small stipend at the end of the semester for providing these services.”**

- If more than one student is interested in taking notes, please narrow the choice down to one student. Give this handout to the note taker and instruct him/her to return the completed form to Testing and Disability Services located in Galloway Hall.

*If you have any questions, please do not hesitate to contact Testing and Disability Services at (706)737-1469 or at [tds@gru.edu](mailto:tds@gru.edu).*

● **Section 504 of the Rehabilitation Act states that “No otherwise qualified person with a disability in the united States... shall solely by reason of ... disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance”. A “person with a disability” includes “any person who has (i) a physical or mental impairment which substantially limits one or more of such person’s major life activities; (ii) has a record of such impairment, or (iii) is regarded as having such impairment”.**

● **Confidentiality is of utmost importance in dealing with college/professional students with disabilities.** Consequently, any e-mail communication from or to the office of Testing and Disability Services or staff **cannot** divulge the student’s name or disability information. In an effort to accommodate faculty and staff schedules, Testing and Disability Services staff will request that the faculty or staff member call or e-mail the Director of Testing and Disability Services to setup a convenient meeting to discuss concerns or accommodations.

● **Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all postsecondary educational programs and activities. Postsecondary institutions must make such changes to ensure that the academic program is accessible to the greatest extent possible for all students with disabilities.**

## NOTE-TAKER CONTRACT

**NOTE-TAKER INFORMATION:** (Please print legibly and fill out the information completely. Checks will not be cut for incomplete contracts).

Student receiving notes: \_\_\_\_\_

Name of Class: \_\_\_\_\_ Time/Days of Week: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Note-taker's Name: \_\_\_\_\_

Note-taker's ID#: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Local Telephone#: \_\_\_\_\_

Have you ever worked as a work-student/student assistant here at AU? \_\_\_\_\_

*\*Currently employed work-study/student assistants do not qualify to be class note-takers\**

1. In order to qualify as a note-taker, you **MUST ATTEND CLASSES ON A REGULAR BASIS, TAKE CLEAR AND LEGIBLE NOTES, AND AGREE TO EITHER GIVE OR EMAIL NOTES TO THE STUDENT (within 24 hours of the end of class daily)**. You will receive a small stipend at the end of the semester for note taking services.
2. Please return this completed form to the office of Testing and Disability Services located in Galloway Hall. Office hours are 8:00AM – 5:00PM Mon-Thurs and 8:00AM – 4:30PM on Fridays. You may also email the completed form to [tds@gru.edu](mailto:tds@gru.edu).
3. Payment checks are issued at the end of each semester. Your check will be mailed to you at the address specified on this contract. You are responsible for notifying Testing and Disability Services if your address changes.
4. If the Note-taker or the student who requested the note-taker withdraws from the class, the stipend will be pro-rated according to the time note taking services were rendered.
5. Serving as a note-taker for a student with a disability does not excuse the student from attending class. If the student with a disability regularly misses class, we ask the note-taker to contact our office for further instruction.

**I agree to the terms above:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have any questions, please do not hesitate to call Testing and Disability Services at (706)737-1469.*