

What is a Notetaker?

Notetakers supply a copy of their notes to a student with a disability. Notetakers also take notes during student organization meetings, presentations and lectures from guest speakers, etc.

Nationally, notetaking is the most long-standing and commonly used accommodation by students with disabilities in postsecondary education. In the late seventies, the notetaking accommodation was most frequently used to provide access to students who were deaf. However as more students with differing disabilities attended colleges and universities, the population of students using the notetaking accommodation expanded to include students with Learning Disabilities, Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder, physical impairments and Acquired Brain Injury just to name a few.

What Is the Institution's Obligation to provide Notetakers?

Notetakers are considered an auxiliary aid and are mandated by Section 504 of the 1973 Rehabilitation. It is the University's responsibility to ensure that eligible students with disabilities who request notetakers are provided this accommodation in a timely manner.

Who Uses Notetakers?

Student who cannot process information while transcribing their notes use notetakers to provide them equal access to lectures. Additionally, students who are deaf use notetakers primarily because they cannot watch interpreters and take notes at the same time.

How Does an Instructor Obtain a Notetaker for a Student?

Using a script provided by Disability Services, instructors at Metropolitan State solicit volunteer notetakers from students enrolled in their classes. The instructor receives the tools listed below.

In rare cases, Disability Services will pay a notetaker to take class notes on a laptop for individuals who cannot access handwritten notes.

Tools for Volunteer Notetaker System:

I. Materials in envelope attached to the Notetaker Binder:

1. Instruction sheet for Faculty
2. Sample script for solicitation of notetaker

II. Materials In Notetaker Binder:

1. No Carbon Required Paper (NCR).
2. NCR paper is designed to produce (using the heavy cardstock sheet) up to three sets of notes per notetaker
3. Techniques for Effective Notetaking
4. Self Address/Postage Paid envelop to Disability Services
5. Notetaker Volunteer Information Form (notetakers are then eligible for 50 hours of community service)

Please contact Disability Services, Disability.Services@metrostate.edu or 651-793-1549 if you have questions or require additional information