**Request for Assistance in Identifying a Note Taker**

Dear Professor,

Student Disability Services (SDS) coordinates note taking services for students approved for to have a note taker as an accommodation.

The student sharing this announcement will have provided a copy of their accommodation letter that confirms their need for a note taker. Please let us know if you have any concerns about the following.

We are requesting that you e-mail or read the announcement below to students enrolled in your course with priority being given to the specific section in which the student requesting the accommodation is enrolled:

**“There is a student in this class who requires the services of a note taker. This is an opportunity to share notes through Student Disability Services (SDS). If you are interested in performing this service, please reach out to me to let me know you are willing to be a note taker. I will provide the contact information you should use to reach out to SDS.”**

**Once a student is identified, please ask them to contact SDS by emailing us at** ***notetaking@jhu.edu*** **with the course number and section number in the subject line.**

Please notify us once the announcement has been made to the class by replying to this email.

Students will be paid $25 per undergraduate level credit and $50 per graduate level credit on successful completion of the notetaking process.

The note taking accommodation is to supplement the personal notes of the registered student. It is not intended to substitute the student's own notes, attendance, or class participation. Any concern should be brought to our attention.
Confidentiality of a student’s disability status should always be maintained to the greatest extent possible. The student approved for any accommodation should not be identified, except at the student’s discretion.

Sincerely,

Student Disability Service, Homewood
410-516-4720