



I, \_\_\_\_\_ understand that I must comply with the following requirements in order to receive note-taking as an accommodation at Drexel University. Prior to completing this form, I must be eligible to use a note-taker, as listed in my Accommodation Verification Letter (AVL).

1. I have read and understand the note-taking policy and procedures available at [www.drexel.edu/ODR](http://www.drexel.edu/ODR).
2. It is my responsibility to request a note-taker after attending at least two (2) class meetings.
3. I will attend classes, as scheduled. If I miss class, it is my responsibility to obtain notes for the class I missed. Note-takers are not to share their notes for absences not directly related to accommodations I am eligible for, as indicated in my AVL.
4. I understand all note-takers must complete the Note-Taker training and submit the Note-Taker Agreement Form at the beginning of the accommodation period.
5. I will be contacted by ODR as soon as a note-taker has been found. I will also be contacted by ODR in a timely manner if a note-taker cannot be found, and at that point informed of my other accommodation options.
6. I understand that it is my responsibility to communicate to ODR if the notes I receive are unclear, not received within twenty-four (24) hours of the course/program, not appropriate for my needs based on my disability, or if I no longer require the service.
7. If a note-taker is found, a copy of their notes will be emailed to me from [notetaking@drexel.edu](mailto:notetaking@drexel.edu).
8. I understand that if I do not follow any of these agreements, ODR may suspend these services until a resolution can be reached.

**By signing, I acknowledge that I have read and understand the above requirements.**

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Current Term & Year: \_\_\_\_\_

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

## Note-Taker Requests

Class 1		Class 2	
Class & Section (Example: PSY 101-001)		Class & Section (Example: PSY 101-001)	
Professor's Name		Professor's Name	
Professor's Email		Professor's Email	
Class Day & Time		Class Day & Time	
Class 3		Class 4	
Class & Section (Example: PSY 101-001)		Class & Section (Example: PSY 101-001)	
Professor's Name		Professor's Name	
Professor's Email		Professor's Email	
Class Day & Time		Class Day & Time	
Class 5		Class 6	
Class & Section (Example: PSY 101-001)		Class & Section (Example: PSY 101-001)	
Professor's Name		Professor's Name	
Professor's Email		Professor's Email	
Class Day & Time		Class Day & Time	