Peer Note Taking Services
Guidelines and Procedures for Students

Notetaker services will be provided to students with disabilities based on documented needs. Students are asked to meet with the Director of Student Accessibility and Support Services (SASS) to discuss peer note taking requests during the first week of each semester. Please email Erin Salva (salvae@kenyon.edu) to make an appointment.

1. Upon approval of student’s peer note taking request SASS will send a peer note taker accommodation request email to the professor of each class for which peer notes have been approved. The professor will ask for a volunteer (unless the student wants to ask a friend to provide notes) and will send the volunteer to SASS.

2. Students may request the instructor’s notes for this initial period of time, although these notes may or may not be available.

3. The SASS will contact the student when a notetaker is recruited. Additional alternatives or academic adjustments will be explored if location of a notetaker is not accomplished within a two-week period from receipt of the “Request” letter in the DS Office.

4. Notes will be copied and left outside the SASS office area for students to pick up.

5. The student must read and sign the Notetaker Contract Agreement before notetaking services begin (see attached Notetaking Contract).

PEER NOTE TAKER AGREEMENT

Having read the following terms, I agree to abide by the following:

1. Student agrees to attend class and actively engage in note taking. Having a notetaker in the class is NOT a substitute for class attendance. Two “unexcused absences” will result in a suspension of notes. Student will be required to meet with the Director of Student Accessibility and Support Services before peer note taking services can be reinstated.

2. The peer note taker will take notes covering lecture materials, but will not provide verbatim notes, interpretation of notes, or transcription services.

3. The peer note taker will copy notes in the library where recipients will pick up notes weekly.

4. If notes are not available when you check the folder please notify the Director of Student Accessibility and Support Services immediately.

5. Students must read and sign the Notetaker Contract Agreement before note taking services can begin. A copy of this agreement will be provided to the professor upon request.

Students Name                Date