Memorandum

To: Faculty Member
From: Access Center Accessibility Accommodation Specialist
RE: Accessibility of Lecture Content

If a student presents an ADA Accommodation Notification Letter with an approved accommodation of “Accessible Course Notes” please abide by the following request:

Equal access in the classroom learning environment includes having access to lecture content. Please indicate a “✓” next to the option you will select to provide equal access to this student.

☐ Option 1: Post my course notes on Blackboard.

☐ Option 2: As part of class participation, request students to post class notes on Blackboard within 24 hours of the end of each class.

☐ Option 3: Recruit an individual student to serve as a peer notetaker by reading the following announcement below and keeping the student’s identity confidential during the announcement.

ANNOUNCEMENT: In order to provide an equitable learning environment for all students, I am requesting a volunteer who is confident in their notetaking abilities to provide a fellow student with a copy of their class notes. As a token of appreciation the Access Center will provide a gift card to the Tivoli Station. Please see me after class to coordinate exchanging of notes.

If no one volunteers after two consecutive classes making the above announcement, please identify a student and ask him/her to participate. Once a student volunteer has been identified, you should facilitate the process for the exchange of notes.

If Option 3 was selected above please have the volunteer notetaker fill out the reverse side of this form and have the student who is receiving the notes return the completed form to the Access Center, Plaza Building, Suite 122.

Faculty should contact the Access Center at 303-556-8387 with any questions regarding this document.
AC Student Name: __________________________________________, 900

SECTION BELOW TO BE COMPLETED BY PEER VOLUNTEER NOTETAKER
PLease print clearly

Notetaker’s name ___________________________________________ 900 # ______________

cell # _____________________________ e-mail _____________________________

☐ fall ☐ spring ☐ summer

year _____________________________

course ___________________________ class time _______________ ☐ am ☐ pm

class days ☐ m ☐ t ☐ w ☐ r ☐ f ☐ s

room # __________

I am registered for the above-referenced class. I agree to provide a complete set of class notes within 1 day of each classroom session, preferably the same day of class.

Notetaker signature ______________________ date ______________

To be signed by access center student at the end of the semester

Recipient’s signature ______________________ date ______________

The Access Center appreciates your volunteer services for a fellow student in your class. Notes can be supplied to the student either by email if you are using a laptop to take notes, or with photocopies of your notebook, which can be copied for free in the Access Center, or the Access Center will supply carbonless duplicate paper for your use. Students can also use their cell phone or tablet to take pictures of their notes, then email them to recipient.

You will be contacted via email towards the end of the semester regarding when to pick-up your gift card.

Please note: If the student does not show up for 3 consecutive classes please contact our office so we can determine if the student will be returning to class. You will be notified if services are cancelled. Please complete the section below with your contact information.

Thank you, we appreciate your assistance!