

PEER NOTE TAKER PROCEDURES

OVERVIEW

Note taking services are typically provided to students whose disabilities cause problems with manual dexterity, hearing, cognition, or attention. Depending upon the student's disability-related limitations, peer note takers serve to either supplement the student's notes or provide notes fully for the student. Students will discuss with their Disability Service Provider to determine if peer note taking assistance will work best to meet their specific needs.

Procedures to request peer note takers

- Students should discuss whether a peer note taker will be appropriate for a specific on-campus course with instructors during the beginning of the semester.
- Students will send email to sds@kennesaw.edu including their name, KSU ID number, and list of course(s) for which the peer note takers are being requested. When emailing, students will use the subject line: *Note Taker Request*.
- SDS will coordinate with the class and instructor to identify note taker volunteers. Students are not required to search for their own note takers.
- Students will retrieve notes electronically by logging into Owl Accommodate and clicking on the Note-taking Services tab. Note takers are instructed by SDS to post class notes no later than 2 business days after the date of the lecture.
- Students must notify SDS as soon as possible if notes have stopped being posted at any point during the semester or if the notes are illegible.
- Students must notify SDS of any difficulties in arranging classroom note-taking accommodations as early as possible.

I understand and agree to adhere to the procedures for utilizing peer note-taking assistance. I will contact Student Disability Services as early as possible to report any issues with accessing this accommodation in my classes.

Signature: _____ **Date:** _____