



Student Accessibility Services  
*Access Equals Opportunity*

Instructor Role with Notetaking Accommodations

Students who cannot take notes or who have difficulty taking notes adequately may use any combination of classroom accommodations such as audio recording lectures, using a notetaker, obtaining copies of lecture notes or overheads/PowerPoint slides from the faculty member, or borrowing classmates' notes. If the faculty member is concerned about a student with a disability audio recording class lectures as an accommodation, the faculty member may contact SAS.

Some students who need a notetaker may request that the faculty member assist SAS with the recruitment of a notetaker by reading aloud the SAS Notetaker Needed notification email to the class. Please be sure to announce the need for a notetaker only after a notification email from SAS has gone out to you and the class that a notetaker is needed. Instructors are encouraged to notify SAS if a TA, GA, or GTA has been tasked with the responsibility of taking and providing the notes to all students in the class or if the faculty member provides powerpoints/notes such that a notetaker may not be needed. This will allow SAS staff to redirect our resources to where there is a genuine need.

Common Questions and Answers

**Q1: I received an Accommodation Letter which indicates course notes are approved. Do I need to do anything?**

A1: Not necessarily. An approved accommodation does not always mean a student will request to use it for your class. Unless you receive a separate email regarding notetaking there is no action for you to take.

**Q2: I provide my class with my PowerPoint slides for each lecture. Why is the student still requesting notes?**

A2: Some instructors include a lot of information orally during the class that may not be included in their slide presentations (i.e. providing context, highlighting key points or important dates) which may present a barrier for some students with disabilities in trying to process the information while paying attention to the lecture. Other students with disabilities may find that providing the slides gives them the ability to take notes without the need of the notetaker. If you provide the slides or your notes, please contact SAS to let us know so we can discuss with the student whether a notetaker is still needed.

**Q3: Can my TA, GA, or GTA be paid by SAS to provide the notes for the student(s)?**

A3: No, SAS no longer pays students in the course to take notes. They can, however, receive community service hours. Please let us know if you plan to have your TA, GA or GTA be the notetaker.

**Q4: Am I allowed to work directly with the student(s) to provide the class notes?**

A4: Yes, SAS always encourages instructors to work with our staff and students in providing the necessary accommodations. Please contact SAS to let us know this is being arranged so that we stop searching for a notetaker.