Dear Professor,

We are requesting your help in soliciting two volunteer note takers for a student in your course who has disability with documentation on file at the Student Disability Access Center (SDAC).

During your next class meeting, please do the following:

- **Solicit two volunteers** to provide notes from your class on a regular basis. *Please, do not disclose the name of the student with the disability.*

- **Give the volunteer instruction sheet to the volunteers (page 2).** Direct the student to contact SDAC as noted on the instruction sheet.

- **Use the volunteer sign-up sheet to record the course/volunteer information (page 3).** If you determine that note takers are not needed, please provide that information.

- **Fold, staple, and return the self-addressed blue sign-up sheet via messenger mail, or e-mail the contact information to sdac@virginia.edu.**

If you received this packet from more than one student in the same class, then we will use the same volunteer notes for all recipients in that class.

If you are not able to solicit volunteers, please notify SDAC as soon as possible so that we may work together toward an appropriate alternative.

The Peer Notetaking Program is a valuable accommodation/resource for students who may have difficulty taking notes while listening to class lectures, have a physical disability prohibiting writing, or have unavoidable absences due to chronic illness. With these difficulties, provision of class notes may be considered a reasonable accommodation or auxiliary aid under the provisions of the Americans with Disabilities Act (ADA).

In our orientation sessions, we make a concerted effort to remind students that, unless notes are being provided to accommodate illness, note taking is not a substitute for their own attendance and participation in class. If you have concerns related to a student who receives notes, please feel welcome to call and discuss these issues with us to determine whether intervention by SDAC is appropriate.

We appreciate your help in accommodating this student. Please contact the SDAC if you have any questions or would like further information. Thank you.

Sincerely,

The SDAC Staff
Dear Volunteer,

Thank you for volunteering to share your notes. The UVA Student Disability Access Center (SDAC) serves students with disabilities. Your notes are a necessary supplement to students with specific needs. You can take notes for us in one of three ways:

1. If you already use a laptop to take your class notes, then we are happy to receive these via email at sdac@virginia.edu.

2. Scan a copy of your handwritten notes. Again, these can be emailed directly to sdac@virginia.edu. Scanners are located in each library, and we also have scanners located here in SDAC.

3. You may stop by our office to pick up a carbonless notebook. Beneath each lined white sheet is a yellow copy you simply tear off after each class and drop in one of the SDAC collection boxes located around grounds. If using carbonless paper, please use these guidelines:
   - Please put your initials, the instructor name, the course number, and the date on the top page of each day’s set.
   - Use a ballpoint pen and press firmly so that the copies come out legibly. Please try not to make any unnecessary creases, tears or staple the notes.
   - After class, tear out the yellow copies; please try not to make any unnecessary creases, tears or staple the notes, drop off notes daily in one of the following SDAC collection boxes:
     - **Campbell Hall**: 1st floor, in hallway between the entrance and café
     - **Clark Hall**: In the library, on the table to your right as you enter
     - **Clemons Library**: 4th floor, next to windows, on the floor by the magazines
     - **Gilmer Hall**: Under bulletin board, in lobby between old and new sections
     - **Physics Building**: 2nd floor stairwell, East entrance (across from the Housing Office)
     - **Thornton Hall**: Main lobby, to the right when entering the building

Please begin submitting notes as soon as possible, and submit them regularly, either after each class or at least once per week.

Just as you would do any time you miss a class, please ask a friend to share notes with you and SDAC so we can insure the continuity of the notes. Please also take note of exam dates and make a particular effort around those dates to turn in notes early enough to allow recipients to study in advance.

Thank you for volunteering and we look forward to working with you in service to the University Community! If you have any questions, please call us at 243-5180 or contact us through e-mail at sdac@virginia.edu.

Sincerely,
The SDAC Staff
VOLUNTEER NOTE TAKER SIGN-UP SHEET

COURSE INFORMATION:
Please provide the relevant course and contact information below.

<table>
<thead>
<tr>
<th>Course Name</th>
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<tbody>
<tr>
<td>Number – Section</td>
<td></td>
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<tr>
<td>Semester</td>
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</tbody>
</table>

PROFESSOR/TA INFORMATION:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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<tbody>
<tr>
<td>Messenger Mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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</tbody>
</table>

PLEASE CHECK OFF THE APPROPRIATE BOX:

☐ Volunteers found; listed below.

☐ I haven’t been able to find any volunteers; please contact.

☐ Needs discussed with student; notes not needed.

VOLUNTEER INFORMATION:

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>PHONE</th>
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<tbody>
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<td>1.</td>
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<td>2.</td>
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</table>
Messenger Mail

ATTENTION: Note Taking Coordinator

Student Disability Access Center
Student Health-Box 800760
400 Brandon Avenue