Dear Professor,

We are requesting your help in soliciting two volunteer note takers for a student in your course who has a 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.**

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

- **Give the yellow instruction sheets to the volunteers.** Direct the student to contact SDAC as noted on the instruction sheet.

- **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 Chris Kinney, at 243-5180 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,

Deborah Berkeley, M.A.  
Assistant Director, SDAC

Chris Kinney  
Learning Services Coordinator, SDAC