Note Taking Support Accommodation Form (Please print legibly)

Student Information

Student Name: ________________________________ 0 0 0 _______
  Last name                         First name                        Student ID number

Contact Info  (____)_________________________@live.esu.edu
  Phone                                      Email

Note Taking Support Process

Students that are determined to be eligible by OASIS for Note Taking Support Services may be granted one of the following accommodations depending upon availability: a copy of the professor’s notes, recordings of lectures, peer note taker, use of a laptop, mobile devices, and recorders. Note Taking Support supplements the student’s personal notes and are not a substitution for classroom attendance, participation or personal notes.

In order to assist us in determining the type of note taking support that will be needed, all students requesting note taking support must complete this form and return it to OASIS. Requests for the Note Taking Support accommodation will be processed ONLY after OASIS has received this completed form.

Processing this accommodation may take up to fourteen (14) business days from receipt of this completed form. When requests are submitted prior to the start of the upcoming semester, all efforts will be made to fulfill the request in a timely manner but no later than fourteen (14) business days from the start of the semester in which services are needed. When the Note Taking Support Services are determined, students will be notified via their ESU email.

Course Information

(Please print legibly)

Professor/Instructor: ____________________________________________
  Last Name                         First Name

Course: ____________________________
  CRN #                             Course name - e.g. CHEM 234-2 Organic Chemistry II

Contact Info:  (____)_________________________@esu.edu
  Phone                                      Email

OFFICE USE

Version 9_20_18
TO BE COMPLETED BY THE PROFESSOR/INSTRUCTOR

What is provided to support students learning in the classroom? (Check all that apply)

☐ PowerPoints  ☐ Lecture Notes  ☐ Group Activities
☐ Handouts  ☐ Guided Notes  ☐ Recorded Lecture
☐ Video  ☐ Study Guide  ☐ Other ___________________

What materials are provided digitally that can be referenced outside the classroom?

☐ PowerPoints  ☐ Lecture Notes  ☐ Group Activities
☐ Handouts  ☐ Guided Notes  ☐ Recorded Lecture
☐ Video  ☐ Study Guide  ☐ Other ___________________

Other student support available

☐ Large Classroom Assistant (LCA)  ☐ Student Instructor Sessions (SI)
☐ Large Classroom Assistant (LCA) will provide notes to class / Notetaker not needed
☐ Department sponsored study groups
☐ Other ________________________________

TO BE COMPLETED BY STUDENT

Based upon the support provided by the professor in this course, do you feel you still need a peer note taker? If yes, please explain why.

☐ Yes  ☐ No

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

My signature below signifies the information above is correct. I may be granted one of the following note taking support services based on my needs determined by OASIS; professor’s notes, recordings of lectures, peer note taker, use of a laptop, mobile devices, and recorders. I will be granted one of these options based upon availability. Processing can take up to fourteen (14) business days.

Professor Signature ________________________________ Date __________________________

Student Signature ________________________________ Date __________________________