

Note-Service, Instructor Fact Sheet Disability Resource Center (DRC)

If a student is eligible for Note-Services, it will be noted on the instructor's copy of the accommodation letter. Sometimes a student that is eligible for this service may not need it for all of his/her classes. Therefore, verify with the student that he/she will require this service for your class. If the student needs a Note-Supplier for your class, then he/she should provide you with a Note-Service Packet, (Note-Service Packets are available at the DRC or download from our website www.dso.ufl.edu/drc/faculty.php).

There are several options for securing a Note-Supplier. You and the DRC-registered student should decide on which option to utilize:

1. The DRC-registered student may know of a possible Note-Supplier.
2. Instructor makes an announcement at the start of class or sends a class email (do not identify the student) that a Note-Supplier is needed for this class. A script is provided for your convenience in the Note-Service Packet (p2) under Instructor's Responsibilities. Note: some instructors offer extra credit points in addition to the DRC compensation.
3. Instructor can recruit a Note-Supplier. Observe students' classroom traits e.g. attendance, listening skills, participation, quiz/test scores, etc. Once you have identified a likely recruit, approach that student and request his/her assistance in filling a vital class need.
4. Instructor may supply the DRC student with copies of their own course notes.
5. Instructor and DRC student periodically meet and review the DRC-registered student's notes for appropriateness or missing information.
6. If you are still having trouble securing a notetaker, contact the DRC.

Instructions for recording & supplying notes are included for the Note-Supplier in the Note-Service Packet on pgs. 3 & 4 Note-Supplier's Job Requirements & Responsibilities.

Once a Note-Supplier is designated, completed pgs. 5 & 6 of the Note-Service Packet should be returned by the Note-Supplier to the DRC immediately.

The DRC-registered student is responsible for attending class on a regular basis, having a Note-Supplier does not excuse him/her from attending class. If the Note-Supplier misses class for any reason, he/she is still responsible for providing a set of notes for that day. If attendance becomes an issue or you have any questions, please contact the DRC at 392-8565x200 or noteservice@dso.ufl.edu

DRC prefers only one designated Note-Supplier per class. If additional DRC-registered students require notes, only p.5 needs to be completed and returned to the DRC by the DRC-registered student.