

Peer Notetaker Request Form



Disability Resource Center

204 North Lexington Avenue, Wilmore, Kentucky 40390 | 800.2ASBURY | asburyseminary.edu
859.858.2188 | fax: 859.858.2021 | student.services@asburyseminary.edu

STUDENT NAME _____ DATE _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

COURSE _____

PROFESSOR _____ TERM _____

Students registered with the Disability Resource Center who have been approved for a peer notetaker may make the request in any course a student would like to secure a peer notetaker by completing the Peer Notetaker Request Form.

- Once this form is completed, a copy of the form is placed on file in the Disability Resource Center, and a copy of the form is provided for the professor.
- The student and professor work together to ensure that notes from a peer in the course are provided.
- The process of duplication and sharing of notes are confirmed by the student and professor.
- Many professors post notes or PowerPoint materials, so contact your professor prior to completing the form to determine if the form is necessary.
- When notes are handwritten, the Disability Resource Center will bear the cost of copying the notes.

Below are the guidelines for receiving a peer notetaker as an accommodation. Please review and check each statement, then type your name below:

- I will not share the notes I receive with anyone else. These notes are the property of the volunteer and are being shared with me in confidence.
- I will only request notes for the classes I need.
- If I drop a class that I requested notes for, I will let the volunteer know.
- I will contact the Disability Resource Center if the peer notetaker is not uploading their notes, if I have concerns about the quality of the notes, or if I have any additional issues or questions. If I wait until the end of the semester to report any issues, there may be little that can be done at that point in time.

If you have a difficulty in working together with your professor on locating a Peer Notetaker in any given course, please contact the Disability Resource Center at disability.services@asburyseminary.edu

I have read and understand the above procedures:

SIGNATURE _____ DATE _____