**Students receiving classroom accommodations are advised to provide each of their classroom instructors with a copy (printed or electronic, depending on the instructor’s preference) of their Letter of Accommodation (LoA). If a student is entitled to a “NOTETAKING ASSISTANCE” accommodation, their LoA will include a page explaining the accommodation as stated below:**

**EXPLANATION OF NOTETAKING ASSISTANCE ACCOMMODATION**

The above referenced student is registered with the OSSD and is eligible for an accommodation that entitles them to have note taking assistance.  ***Upon receipt of the student’s LoA that includes notetaking assistance accommodation, the following describes how a classroom instructor should immediately address the issue of providing notetaking assistance to the student***:

* If your notes are posted on D2L and/or you provide comprehensive PowerPoint slides/copies of overheads to all students, you have met the student’s needs.
* If you have not provided the above, please make an announcement in class requesting a volunteer notetaker. ***Without revealing the name of the student with a disability***, you may announce the need by saying, “There is a student with a disability in the class who needs a notetaking assistant; will someone please volunteer to share their notes with this student?”
	+ If someone volunteers there are several options for delivery of notes:
* Notetaker can give the instructor notes to be given to the student (i.e., clear picture via smart phone; carbon paper available in the OSSD).
* If student with disability agrees, notetaker can provide notes directly to student (i.e., via smart phone; email; hard copy).
* Notetaker can bring notes to the OSSD (we can copy and deliver to the student).
	+ If there are no student volunteers, you may announce that the OSSD will provide a stipend. **Please refer the student volunteer to the OSSD and we will advise them of the notetaking procedure and how to obtain the stipend.** For information about the stipend, class instructors and student volunteers should contact the OSSD Director (mpatwell@wcupa.edu).
	+ If there are still no student volunteers, please contact the OSSD immediately so that we can provide an alternate accommodation.

Thank you for your assistance in this collaborative effort to ensure that students receive their mandated accommodation(s). If you would like to consult with me on this matter, please feel free to call me at (610) 436-3217.