Westminster College – Tomnitz Family Learning Opportunity Center

Request for Note Taker

(To be filled out by the student requesting this accommodation)

Name __________________________________________________ (please print)

Course Name, No., Section ___________   Professor’s Name______________________________

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Course Name, No., Section ___________   Professor’s Name______________________________

Course Name, No., Section ___________   Professor’s Name______________________________

Course Name, No., Section ___________   Professor’s Name______________________________

Suggestions for Note Takers in these classes (please designate which class):
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Special Requests:
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Documentation for Note Taking Accommodations provided to LOC    Yes__ No __ Date____________

Approved by: _____________________________ (LOC Faculty/Staff Member)

Student Advisory and Agreement: It may take up to two weeks to find note takers for some of your particular courses. Notes will be available weekly by a certain time and day each week in the LOC, according to the note taker’s schedule for each individual class. This information will be made available to you as soon as a note taker is hired for a class and you will be responsible for picking up your copy of the class notes from the LOC each week. If you have any concerns about your note taker and/or notes, you must inform Mrs. Rikka Brown, LOC Administrative Assistant, as soon as possible.

YOU MUST ATTEND CLASSES TO RECEIVE AND/OR CONTINUE TO RECEIVE NOTES!

Excused absences include a legitimate health reason and/or College Duty. Over-sleeping and skipping class are not.

If you drop or withdraw from a course, please immediately contact Mrs. Rikka Brown, Administrative Assistant to the Director of the LOC, with this information.

“I, __________________________________________________, have read the above information and agree to abide by the rules involved with Note Taker Accommodations.”

Signed_______________________________________________________ Date____________________