



## NOTETAKER RECRUITMENT

Dear Professor,

This letter is to ask for your assistance.

A student in your class has a verified disability and is registered with The Office of Specialized Services. This student is eligible for accommodations in the classroom, specifically, Notetaking.

Once you receive the student's Accommodation Form, which should be handed in along with this letter, we request your help recruiting a student from within the class to share a copy of his or her notes.

If you do not have a student in mind that you feel would be a good fit, ask for a student volunteer by making this or a similar announcement **without** identifying the student with the Notetaking accommodation:

**A student in this class is eligible for note-taking services. If you volunteer to be a notetaker, you will be expected to share a copy of your notes from class within 24 hours of each class session. If you sign up as a notetaker, you will be paid by the Office of Specialized Services. Which of you is interested in this note-sharing position?**

[Wait until a student volunteers.]

**Thank you for your assistance. Please see me after class so I can introduce you to the student who needs the notes.**

The Student is to then come into L-115 and ask for a notetaker packet.  
**Please only send one potential Notetaker to L-115** we only hire one notetaker per class who is expected to share notes with all eligible students.

Thank you for assisting OSS to provide disability-related accommodations to this student and for maintaining the students' anonymity to the class as a whole. If you have any questions, please contact the Office of Specialized Services at 201-612-5269 or [mbohn@bergen.edu](mailto:mbohn@bergen.edu)

Sincerely,

The Office of Specialized Services  
Bergen Community College  
Room L-115