



Disability Access Services

Oregon State University, A200 Kerr Administration, Corvallis, Oregon 97331-2133

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NOTETAKER-STUDENT ALTERNATIVE AGREEMENT FOR LECTURE NOTES

Course: _____

Term and Year: _____

Instructor's Name: _____

TERMS OF AGREEMENT

Lecture notes will be e-mailed to the student(s) directly every _____ by _____.
Day(s) Time

OR

A hard copy of lecture notes will be given to the student after class.

I understand that I must maintain confidentiality when e-mailing notes; therefore I will use the Blind Carbon Copy (BCC) field when inputting multiple students' e-mail addresses. I will contact Notetaking Services before sending the first set of notes if I need technical assistance. I understand that failure to maintain confidentiality may result in termination _____ (notetaker initials)

I understand that I may be asked to provide copies of these notes to DAS and additional students at any time during the term; therefore I must keep copies of the notes. _____ (notetaker initials)

I understand I may be asked to provide proof that notes were provided in order to receive payment if there is a complaint by a DAS student. _____ (notetaker initials)

Reason(s) for alternative agreement:

Notetaker Name: _____ **Notetaker Signature:** _____

Student Name: _____ **Student Signature:** _____

DUE Friday 5 PM of the second week of the term

Please return completed forms to Notetaking Services in DAS—A200 Kerr Administration Building

DAS OFFICE USE ONLY

Date agreement filed with DAS: _____

Notes: _____