



Accessibility Services

Notetaker Announcement

Dear Instructor:

Please read the following announcement in class, keeping the student’s name confidential.

“A student in this class requires a note taker. If you are interested and plan to attend class on a regular basis, please see me after class. You may be eligible to receive compensation.”

Please give this handout to the volunteer and instruct the student to fill out their information in the space provided. The student should return the completed form to Accessibility Services located in the Austin East Building, Room N002.

If you cannot return this form to the AE office, please scan, and email the completed form to [accessibility@riverland.edu](mailto:accessibility@riverland.edu). We will contact the student with more information. If you have any questions, please email, or call us at 507-379-3328.

Thank you for your assistance.

Suhai Boyer
Accessibility Services Specialist
507-379-3328

[accessibility@riverland.edu](mailto:accessibility@riverland.edu)

Notetaker completes the following information.

Form with fields for Notetaker Name, Student ID, Phone, Riverland Email, Course, Instructor, Building, Room, and Weekend Time.

Accessibility Services completes the following confidential information.

Form with fields for Work status (checkboxes for Student Worker, Work-study, Volunteer), Notetaker Received Notetaker Handbook (with Date), and Notes are for (with Access Staff).

Access staff will submit a copy of the completed form to the Director of Accessibility Services.