



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 into the AE office, please scan and email the completed form to accessibility@riverland.edu. We will contact the student with more information. If you have any questions, please email or call us at 507-433-0646 or 507-433-0698.

Thank you for your assistance.

Britani Espe
PSEO & Accessibility
Services Academic Advisor
507.433.0646

Becky White
PSEO & Accessibility
Services Academic Advisor
507-433-0698

accessibility@riverland.edu

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 checkboxes for Work status (Student Worker, Workstudy, Volunteer), Notetaker Received Notetaker Handbook, and Notes are for AS Staff.

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