



Notetaker Agreement Form

Student Receiving Accommodations:

Last Name: _____ First Name: _____

Local Phone: (_____) _____ Email: _____@uwosh.edu

Notetaker Information:

Last Name: _____ First Name: _____

Student ID # _____ Local Phone # (_____) _____

Email: _____

Local Address: _____

Permanent Address: _____

Course Information:

Course Name: _____

Course No.: _____ Section No.: _____

Semester: _____ Year: _____

Professor's Name: _____

I have read the documentation stated on the reverse side of this page and I agree to follow the guidelines as a notetaker for the student receiving accommodation services from the Accessibility Center at the University of Wisconsin Oshkosh.

 Notetaker Signature _____
Date

Notetaker's Responsibilities:

- ☞ To attend all classes on a regular basis
- ☞ To take clear, concise, legible notes
- ☞ To give a copy of the notes taken at the end of each class in a discrete manner unless other arrangements have been made with Student you are taking notes for and/or Disability Services
- ☞ To immediately notify the student receiving accommodation services and the Dean of Students Office should you be unable to complete this service or the student receiving the notes is not attending class on a regular basis
- ☞ To make necessary copies if there is more than one student receiving accommodation services in the same class—copies can be made in the Dean of Students Office at no cost to you

After a successful completion of these services, you will be compensated via **Titan Gift Card** the sum of \$ 50.00 for handwritten notes and \$75.00 for typed notes for the first student and \$25.00 for every student thereafter (services less than a full semester are prorated). Payment will be issued a couple weeks before the end of the semester. You will be notified via email when the card is ready and need to come to the Dean of Student Office to pick up and sign for the card.

Student Receiving Accommodation Services Responsibilities:

- ☞ To attend all classes on a regular basis
- ☞ To make sure notes are clear, concise and legible for your use
- ☞ To immediately notify your notetaker and the Dean of Students Office should you be unable to attend class or if your notetaker is not attending class on a regular basis

Question? Concerns? Please Contact:
Accessibility Center, Dean of Students Office
800 Algoma Blvd., Dempsey Hall Rm. 125
Oshkosh, WI 54901
(920) 424-3100