Notetaking Request Form

Notes are coordinated for students registered with Student Disability Services (SDS) who are approved for the service as an accommodation based on documented disability-related need.

- If you have not yet registered with SDS or requested consideration for notetaking services as an accommodation, you must first contact SDS to make a formal request:
  - Email: StudentDisability@ucsf.edu
  - Phone: (415) 476-6595

Students approved for notetaking services must complete and submit this completed form to SDS by email at StudentDisability@ucsf.edu or in person to CL 111. Students are encouraged to do so within the first 2 weeks of EACH quarter to avoid delays in receiving notes. If you require assistance to identify a note-taker, recruitment may take 1-2 weeks, do not delay in submitting your request.

Name: ___________________________________________ Today’s Date: ___________________________

Phone: ___________________________ E-Mail: ___________________________________________________

School: ___________________________ Quarter: ___________________________

I require notes for the following courses this quarter: ___________________________

Class schedule: Please indicate day/time class meets; also, indicate whether course is online, and/or if it is a partial-quarter course.

1. ___________________________________________ ___________________________
2. ___________________________________________ ___________________________
3. ___________________________________________ ___________________________
4. ___________________________________________ ___________________________
5. ___________________________________________ ___________________________
6. ___________________________________________ ___________________________
7. ___________________________________________ ___________________________

Please check the option that best matches your needs:
☐ I would like assistance finding a notetaker
☐ I have found a notetaker who has agreed to provide notes
☐ I have identified a possible notetaker, but haven’t yet confirmed they are interested in the position
  Name of notetaker and email (if applicable): ___________________________________________

In addition:
☐ I would be interested in repository/historical notes if they are available for my class. SDS will verify that they accurately reflect the content of your course this quarter
☐ I would like to maintain anonymity from my notetaker

SDS will send a follow up email confirming the hire of notetaker(s) for your courses, the UCSF Box folder to which your notes will be posted, and instructions for accessing the notes. If you require assistance identifying a notetaker, SDS will follow up with you and your school/program liaison to initiate a search. Note that this process may take 1-2 weeks.

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