



Notetaker Agreement

Notetakers provide a valuable service to the students registered with the Disability Resource Centre.

Notetaker Responsibilities:

1. To attend all classes and take comprehensive, complete, and legible notes. Notetakers will provide notes from the lecture.
2. Notes must be typed for all classes with the exception of courses that rely on formulas and/or graphs.
3. All notes to be uploaded to the DRC Accommodations portal course notes module within 24 hours of class.
4. Must begin uploading notes within one day of your hire.
5. Contact classmates for supplementary notes in the event of a missed lecture
6. This service is strictly confidential. If you are aware of who the student is, do not disclose to anyone the name of the student or any information about the student.
7. Address concerns or problems with the notetaker coordinator as they arise.
8. The DRC reserves the right to evaluate your notes for accuracy and legibility.

Print name: _____ Student ID _____

Signature _____ Date: _____