

## LECTURE NOTES INFORMATION

This student requires your assistance in obtaining a complete copy of lecture notes. Options available to accommodate this student may include one or more of the following:

- Provide notes via K-State Online;
- Provide copies of PowerPoint presentations either in electronic or print format;
- Provide copies of overhead transparencies;
- Provide copies of instructor's personal notes; or
- Arrange for a volunteer notetaker.

If a volunteer notetaker is needed, the following announcement is an example that may be used:

### ANNOUNCEMENT

A notetaker is needed in this class to assist a student with a disability. This volunteer notetaker should have the following characteristics:

Well-organized and detailed notes

Legible handwriting or clearly-typed notes

Regular attendance

Notetakers can receive a letter acknowledging their volunteer service. This letter may be used to fulfill community service requirements for courses or organizations to which they belong.

Please contact me for further information after class if you are interested.

Once a student has volunteered to be a notetaker, provide the volunteer with the attached instructions. Thank you for your assistance in arranging a notetaker for this student.