

Instructor Directions for Note Takers

Disability Services Program (DSP) – Merritt College

A student in this class has been approved for note taking services.
This is a confidential matter.

Please do not make reference to the specific student requesting this assistance.

At your earliest convenience we would appreciate your making the following announcement:

“Currently Merritt College serves approximately 500 students with disabilities. One of those students requires note taking services to succeed in their classes. As an incentive to help this student you will be paid \$25 per unit per semester. Thus for a 3 unit class you could earn \$75 just for sharing the notes you are already taking. You can also choose to volunteer your services to assist your college community. At the semester’s end Merritt College’s Disability Services and Programs (DSP) will provide you with a letter showing proof and appreciation of your service which can be used as proof of work experience on your resume or service on your future 4-yr university application. If you are interested in being a note taker please see me after class so I might review the accuracy of your notes.”

Please check the prospective note taker’s notes for thoroughness and legibility. If you feel they might be a good candidate please direct them to DSP Reagan Pruitt in R109 or call 510-436-2519.

Thank you for your time and for assisting our students.

Approval of Note Taking Services

Disability Services Program (DSP) – Merritt College

1. Note taking services will only be provided to those students whose disability clearly warrants the need for such service.
2. Eligible students **MUST** attend class regularly.
3. Students requiring a note taker should follow the steps below:
 - a) Read the information on the reverse side.
 - b) Ask a fellow student if they might be interested in providing this service to you.
 - c) Or - Provide the instructor with this letter and ask them to make an announcement (a suggested script is on the reverse side)
 - d) If a note-taker is found, the student must contact Reagan Pruitt (436-2519) R-109 with their name, the class, and the name of the note-taker, as well as refer the note-taker to Ms. Pruitt.
 - e) The note-taker **must** see Reagan at the beginning of the semester to get paid.
 - f) A DSP staff member will personally attend class to recruit a note taker after several unsuccessful attempts from the instructor and the student.