

Note Taker Request Form
Return to osd@normandale.edu



NORMANDALE
COMMUNITY COLLEGE

OSD Student fills in the following 5 fields:

Name: _____ Class: _____ Instructor: _____

Email to send notes: _____ Date: _____

Note taking volunteer fills in the following 6 fields and signs below:

Name: _____ Email: _____

Cell or Phone #: _____ Tech ID: _____

Address: _____ City, State, Zip: _____

The note taking volunteer will be responsible to take notes for the above course each day the class meets live online via Zoom or in-person and agree to provide them to the student(s) at the end of the class period via the email address provided. The note taker is responsible for finding an alternative way to obtain notes if they are absent during a specific class period due to reasons such as not feeling well, or going on vacation.

Please note: If the student you are sharing notes with does not attend class, they are not eligible to receive notes for that day. A one-time request to take notes in the case of emergency or illness can be honored, however, if they request it of you.

If for some reason you are unable to continue your note taking responsibilities, please contact the Office for Students with Disabilities asap by either calling (952) 358-8625, leaving a voicemail or email osd@normandale.edu to inform of us this change.

Note Taker Please Sign Here

Date

Thanks for your help! It is greatly appreciated!

Office for Students with Disabilities Normandale
Community College
(952) 358-8625
Office L1750

osd@normandale.edu

For OSD Office use only:

Date request received: _____ Date Obtained: _____ Credits: _____ ☐ NCR ☐ Copier ☐ Email/
Note taker contacted: _____ GoogleDrive

New note taker obtained: _____

Notes: Normandale Community College
9700 France Avenue South
Bloomington, MN 55431-4399

www.normandale.edu
952.358.8200 Office
952.358.8101 Fax

Normandale Community College is an affirmative action,
equal-opportunity educator and employer.
A MEMBER OF MINNESOTA STATE

Give yellow carbon copy to OSD student if they filled out a paper copy of this request.