



DISABILITY RESOURCE CENTER

1140 WEST MISSION ROAD
SAN MARCOS, CA 92069
(760) 744-1150 x. 2375
FAX: (760) 761-3509
TTY: (760) 471-8506



Date: _____

To Instructor: _____

Class: _____

A student who requires notetaking assistance has enrolled in your class. Would you please solicit the assistance of an able student in the class to fill this need? The notetaker may arrange to have his/her notes Xeroxed in our office, or, if more convenient, can obtain NCR paper provided by the DRC. The DRC will compensate the notetaker through a monetary honorarium for his/her efforts.

To be eligible for compensation, the notetaker must complete a "notetaker contract". Please send the notetaker, with this form, to the DRC office and we will complete a contract and make arrangements for delivery of the notes. If you have any questions, please contact our staff at Ext. 2375.

Thank you for helping us provide this valuable service to our student.

Sincerely,

Disability Resource Center

Special Instructions/Comments:
