



Note Taker Request Form

Student Name:

Student ID:

Course name:

Instructor:

Today's date:

Have you identified a note taker already and spoken with them about assisting you?

If you answered yes to the previous question, please provide their name here and submit the application.

If you have not identified a note taker, do you wish to remain anonymous during the class announcement?

Please submit your request to dss@jeffco.edu

Once we receive your submission, someone from the DSS office will reply to you as soon as possible. For Questions or concerns please call the disability support services office at 636-481-3158

Please note that requests do not guarantee that a note taker will be obtained and alternative accommodations may be utilized. We ask for your patience as this is a process that can take some time to fulfill requests.