



SUFFOLK
UNIVERSITY
BOSTON

OFFICE OF DISABILITY SERVICES

Peer Note Taker Request Form

When requesting a peer note taker, please keep in mind the following:

1. Students must obtain their notes off of the BlackBoard website throughout the semester. *ODS will monitor note taking usage.* Student's notes will be posted 48 hours after their previous class.
2. If student notes are not being utilized, ODS reserves the right to prioritize student peer note taker requests for future semesters.
3. Students will not have access to their notes on BlackBoard until they have requested, picked up and handed their accommodation letters to their professors.
4. Students should feel free to contact ODS if they have problem accessing notes.

By signing this document, I understand that to receive this accommodation, I must hand my accommodation letter to my professors. I also understand, that I will receive a supplemental copy of the notes and that I should continue to take my own notes as best I can. I understand that I must go to class or risk losing this accommodation.

Student's name

Date

Have you requested your accommodation letters yet? _____
If not, you must do so before requesting a note-taker.

Which semester is this for?

Student Name:	Student ID#	Student Cell#	Student E-mail:
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Seeking note taker(s) in the following class(s).

Class Title	Professor's Name	Class Location	Days/ Times class meets
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1.

2.