

Note-Taker Request Form

Thank you for agreeing to provide copies of your notes to a student in one of your courses. Your assistance helps the university provide equitable access to education for all students. To finalize your registration as a note-taker with Disability Services (SLDS), please complete the following steps ASAP.

1. **Your instructor should provide you with the name and email address for the student requesting notes. Reach out to the student ASAP to decide on logistics.**
2. **Review your responsibilities as a note-taker and the stipulations for receiving compensation (available at <http://go.osu.edu/notetaker>).**
3. **Submit this request form and vendor form (if applicable) at the same time to SLDS in person or via email to slds-notes@osu.edu.**
 - You must complete one request form per student for whom you are providing notes. Only one vendor form is required (if applicable).
 - You **must** submit a vendor form if: You are a new note-taker and not a student employee; You had a change of address since the last time you served as a note-taker; You served as a note-taker in a previous semester while **a student employee at the time (paid via payroll) but are no longer a student employee.**
 - If you are a student employee requesting compensation, you **do not** need to submit a vendor form.

Course Information:

	Subject	Catalog #	Section	Credit Hours	First and Last Name.# of Student Requesting Notes	Current Term
<i>Example:</i>	MATH	1050	0010	3	Brutus Buckeye.1	Autumn 2019
<i>Your course:</i>						

Note-Taker Information:

First Name	Last Name.#	BuckID # (9 digits)	Former Note-taker? Semester and Year

Select your compensation option:

- ☐ I am a regular faculty/staff member and therefore do not qualify for the stipend. Instead, I am requesting a certificate for volunteer hours.
- ☐ I am opting out of the stipend. Instead, I am requesting a certificate for volunteer hours.
- ☐ I am requesting a stipend. I will submit a Vendor Setup Form (if applicable) to SLDS (as described on <http://go.osu.edu/notetaker>) at least 2 weeks prior to the start of finals week for the current semester/term to receive my compensation.

By signing below, I acknowledge that I have reviewed and agree to follow the instructions above. I also have reviewed and agree to fulfill my responsibilities described online at <http://go.osu.edu/notetaker>, including respecting the SLDS-registered student's confidentiality.

Note-Taker Signature

Date