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](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.

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**Course Information:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Section</th>
<th>Credit Hours</th>
<th>First and Last Name.# of Student Requesting Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: MATH</td>
<td>1050</td>
<td>0010</td>
<td>3</td>
<td>Brutus Buckeye.1</td>
</tr>
<tr>
<td>Your course:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Note-Taker Information:**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name.#</th>
<th>BuckID # (9 digits)</th>
<th>Former Note-taker? Semester and Year</th>
</tr>
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**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](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](http://go.osu.edu/notetaker), including respecting the SLDS-registered student’s confidentiality.

__________________________________________       _____________________
Note-Taker Signature        Date