

## Notetaker Request

SSWD encourages students to speak with their instructors before submitting a Notetaker Request to discuss the best way to receive notes. Instructors can often accommodate students in the classroom (with notes on D2L).

Please complete the following form and select "Submit by Email" at the bottom of the page.

Course Name/#	Section Number	Day/Time of Class	CRN	Professor

Student Name	P #	Phone Number	PSCC E-mail Address

Have you attended the first class and reviewed the syllabus?      Yes      No

Does the professor put his/her notes on D2L?      Yes      No

Has the professor agreed to supply their notes to you?      Yes      No

How would you like to receive your notes?

Immediately after class from the notetaker

I wish to remain anonymous and pick up my notes at SSWD

If a notetaker is not following through with their services appropriately, please contact SSWD.

Please notify SSWD if you drop or withdraw from any class for which notes are being provided.

**You must complete a Notetaker Request for each class requiring the accommodation.  
If you have any questions please email [acmasson@pstcc.edu](mailto:acmasson@pstcc.edu) or call 539-7298 for assistance.**