



**Office of Accessibility
Notetaking Instructor Verification Form**

Instructors:

As part of the University’s Accessibility process, it is critical that you as an expert in your field examine the notes provided by the notetaker to determine if the notes are representative of the subject matter and of a quality to adequately convey the subject matter.

Thank you very much for your time and patience. It is appreciated. Please call the Office of Accessibility at (330) 972-7928 with any questions.

Notetakers:

- Fill out first three blanks on this form (name/class/instructor name) and attach a copy of 1-2 days of notes, then give to instructor within the first two weeks of assignment. Once completed, upload the form to STARS.
- Full payment is contingent upon receipt of completed form and attached notes within two weeks of assignment.

Notetaker: _____

Class (Name and CRN): _____

Instructor: _____

Instructors:

I have examined the notes taken by the notetaker for one or two class sessions and have verified that the notes are:

_____ representative of the material on which I have been lecturing/discussing and of good quality.

_____ **not** representative of the material on which I have been lecturing/discussing and **not** of good quality.

Signature of Instructor: _____ **Date:** _____

Signature of Office of Accessibility: _____ **Date:** _____