Agreement for Computer Assisted Notetaking Services:

Name:				
Address:				
Street	City	State	Zip Code	
Phone Number:	Social Security Number:			

Please Make Note of These Special Instructions and Sign Below:

- * At the beginning of **each** semester (**prior to the beginning of classes**), students requesting Computer Assisted Notetaking Services **must** schedule an appointment to meet with the Office of Disability Services Assistant Director to discuss specific needs and to go over any questions/concerns with this agreement. At this time, the Accommodation Agreement Request (AAR) form must be submitted, listing the classes for the upcoming semester for which the student is requesting accommodations. To schedule an appointment, you can contact ODS by calling 280-6222. To effectively reach our office, ODS recommends that deaf/hearing-impaired students use the Louisiana Relay System: 1-800-846-5277 (TTY) or 1-800-947-5277 (Voice).
- * The students will receive an edited hard copy of the notes within two days of the class meeting. Should a student desire the notes immediately following class, a disk can be provided. These notes are for the use of the student receiving this accommodation only; they are not to be duplicated, shared, or used for any other purpose than use in studying for and assignments related to the particular class(es) in which the student is enrolled.
- * If a student plans to be absent from a class or meeting for which computer assisted notetaking services have been scheduled, the student should **notify ODS at least 24 hours in advance** so that we can notify the interpreter of your planned absence and comply with the 24 hour cancellation policy. ODS recognizes that in some cases a 24 hour advance notice my not be possible and we make exceptions for illness, accidents, and emergencies. If the student misses a class, he/she should notify ODS as soon as possible. **Students will not receive notes for classes they miss.**
- * Students who accumulate three (3) unexcused absences for classes or meetings in which they were scheduled to have a computer assisted notetaker will have services suspended until they schedule a meeting to discuss the matter with the ODS Director and/or Assistant Director. After the **first** unexcused absence, ODS will give the student a warning. At the **second** unexcused absence, ODS will issue the student an additional warning and document the absences in the student's case file. At the **third** unexcused absence, computer assisted notetaking **services will be suspended** until the student meets with the ODS Director and Assistant Director. Should the student continue to need computer assisted notetaking service once it has been revoked, ODS can only schedule services on a day-to-day, as needed basis. Additionally, ODS will *optimally* need **two days** advance notice for each request for service.

15 Minute Waiting Period: There will be a 15-minute time frame in which the computer-assisted notetaker will wait for a student who is tardy (late). Unless prior arrangements have been made, the notetaker will leave if the student is more than 15 minutes late to the class or meeting. Subsequently, the student will not receive notes for that day. * Students who receive computer-assisted notetaking services should notify ODS of any changes in their class schedules immediately, for example adding or dropping a course. Failure to do so may result in an interruption of services. If the student is unhappy with the computer assisted notetaking services, please call ODS. ODS will provide an evaluation form to be completed by the student as well as the notetaker at the end of each semester. I acknowledge receipt of a copy of this document "Agreement for Computer Assisted Notetaking Services," and I understand and agree to the responsibilities and consequences as outlined above. **SEMESTER** (Fall, Spring, Summer) (Year)

Date

Signature of Student