



## PEER NOTES AGREEMENT

I agree to the following process:

I will attend class to determine whether I will be needing to use my notetaker accommodation. I may be contacted by ODS to discuss the barrier(s) I am experiencing and possibly be offered an alternative notetaking method rather than being matched with a peer notetaker.

If I am approved for a peer notetaker, I will select *Notetaking Services* on my AIM profile where I will confirm or cancel my request(s) by course **after attending class for one week**. I understand that I can set my preference to receive notes confidentially if desired.

Once I have been paired with a notetaker, I will retrieve uploaded notes by logging into AIM. I understand the ODS may make periodic reviews of my use of *Notetaking Services*, and may revoke use of peer notetakers if it has not been utilized.

I intend to attend class and will notify ODS if this is a problem.

To stay engaged in class, I will attempt to take my own notes if possible.

I will contact ODS if I do not receive notes in a timely manner.

I will notify ODS promptly if there is any change in my schedule or I no longer need a notetaker.

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Student Signature

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Date

