



Cleveland State University

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Office of Disability Services

Notetaker Faculty Verification Form

As part of providing the Notetaking Services accommodation, it is important that faculty as an expert in their field examine the notes provided by the note taker to determine if the notes are representative of the subject matter and of a quality to adequately convey what is taught in their course. Thank you very much for your time and patience. It is appreciated. Please call the Office of Disability Services at 216-687-2015 with any questions.

Notetakers must:

- Take this form to the faculty to have them evaluate the notes from two class periods
- Return Completed form to ODS in MC147 or e-mail it to odsnotes@csuohio.edu
- Full payment is contingent upon receipt of completed form within two weeks of assignment.

Notetaker Name: _____

Class (Name and CRN): _____

Faculty Name: _____

Faculty Answers:

I have examined the notes taken by the notetaker for 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.

Faculty Signature: _____ Date: _____