

DRC Student \_\_\_\_\_  
Semester/Year \_\_\_\_\_  
Course \_\_\_\_\_

Disability Resource Center (MC 321)  
1190 Student Services Building  
1200 West Harrison Street  
Chicago, Illinois 60607-7163

**NOTE TAKER CONTRACT**

Note Taker's Name \_\_\_\_\_ UIN \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE TAKER RESPONSIBILITIES:**

1. Sign the note taker contract.
2. Return this contract to the DRC within three weeks of starting note taking responsibilities.
3. Take notes as requested by the student. It is your responsibility to make copies of notes. The copier in the DRC is available during working hours or the office can provide carbon paper.
4. Be punctual and attend class regularly.
5. Arrange for a substitute note taker in your absence. For every absence without a substitute, there will be a 10% reduction in compensation.
6. Be aware that note taker acceptance is based on student determination. Students receiving note taking services have the option to cancel these services or switch note takers if they are not satisfied with the quality of the notes they are receiving.

**RESPONSIBILITIES OF THE STUDENT RECEIVING NOTE TAKING SERVICES:**

1. The student will provide direction to the note taker regarding the type and format of notes.
2. If absent, the student will make arrangements regarding note taking with the note taker.
3. Only ONE note taker per class will be compensated.
4. The student will contact the DRC if there are any changes in note taker's date of termination.

**ABSENCE:**

- Note takers are not responsible for taking notes when the student is absent unless prior arrangements have been made with the student. Notes are not to be taken for students absent from class more than two consecutive classes unless this has been previously discussed.

