



# WILMINGTON UNIVERSITY

## Notetaker's Duties and Responsibilities

Notetakers are provided as a reasonable accommodation for students with documented disabilities that interfere with the individual's ability to take notes in class. Your willingness to act as a notetaker is greatly appreciated by the University. Thank you for your assistance!

1. Notetaker accommodation is a confidential service. If you are aware of the student you are providing notes for, do not disclose to anyone the name of the student or any information about that student.
2. If for some reason you are not able to attend class, you are required to get a substitute notetaker. If you have difficulty doing so, you should inform the instructor so alternative arrangements can be made. Please share the *Notetaker's Duties and Responsibilities* with the substitute to ensure they provide the proper level of notetaking service.
3. Notetakers are expected to take notes that are neat, detailed, and thorough using a dark pen.
4. Stay mentally alert in class! If you miss an important piece of information, the student which you are taking notes for could suffer as a result.
5. Notetakers are not paid for classes missed, where there is a test or when there are not notes to take.
6. You will need to submit your notes at the end of each class to the instructor unless permission has been granted from the disabled student to deal directly with them.
7. In order to ensure payment you must complete a W-9 form issued to your instructor. Your instructor will complete the *Notetaker Verification Form* and both forms will need to be returned at the CONCLUSION of the course to the Office of Student Affairs.
8. Substitute notetakers will also be compensated and will need to complete a W-9 form (page one only) to ensure payment. Instructors should indicate which dates the substitute provided notetaking services on the *Notetaker Verification Form*. Additional W-9 forms can be found on the University's website at <http://wilmu.edu/studentlife/disabilityservices/w9form.pdf>

If you have any concerns, contact Tina Scott, Director of Student Affairs at 302-356-6940 or [tina.m.scott@wilmu.edu](mailto:tina.m.scott@wilmu.edu).

**Office of Student Affairs**  
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