



## Notetaker Verification Form

<b>Class:</b>	<b>Instructor:</b>
<b>Student requesting notetaker:</b>	<b>*Notetaker's Name:</b>
<b>Specify the format of the course. Please circle.</b> Semester      Block      Modular      Hybrid	
<i>Below fill out the dates that the student used the notetaker.</i>	
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:

The notetaker must complete a W-9 form and return it to the instructor before the completion of the course. Please return both forms (W-9 and the Notetaker Verification Form) to the Office of Student Affairs at the COMPLETION of the course to ensure payment.

\* If for some reason the assigned notetaker is not able to attend a class, they are required to get a substitute notetaker. Substitute notetakers will also be compensated and will need to complete a W-9 form to ensure payment. Instructors should indicate which dates the substitute provided notetaking services on the *Notetaker Verification Form*.

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE Payment Scale:**

**Semester Class:** (14 classes) - \$5.00 per class for a total of \$70 for the course

**Block Class:** (7 classes) - \$10.00 per class for a total of \$70 for the course

**Modular (2 weekends)- 2 options:**

- (1) \$35.00 per weekend for a total of \$70 for the course, or
- (2) \$5.00 for Friday night, \$15.00 for Saturday, and \$15.00 for Sunday for a total of \$70.00 for the course.

**Hybrid Class:**

- 5 hour class- \$10.00 per class
- 2.5 hour class-\$5.00 per class