



CEDHH NOTETAKING SERVICES AGREEMENT

- 1) Complete and submit to Roseann Dennerlein (CEDHH Counselor) an Accommodations Plan Form before you register. If there is a change in your schedule, please notify Roseann of the change so that note-takers can be removed/added accordingly.
- 2) After your class(es), obtain a copy of the notes from your mailbox (unless you and the note-taker have agreed to another method for you to receive your notes).
- 3) Keep open communication with the note-taker so that they know what your specific needs are and ways to best help you.
- 4) Notify Kellyann Parry, CEDHH Interpreter/Note-taker Coordinator, if there is a problem with your notes or if your note-taker is missing classes.
E-mail: kparry@nwcc.commnet.edu Phone: (860) 738-6382
- 5) _____ I agree to release my name and email address to the note-taker.
_____ I DO NOT agree to release my email address to the note-taker.

_____ I agree to have a mailbox labeled with my name.
_____ I DO NOT agree to have a mailbox labeled with my name

_____ I prefer to receive my notes via email if it's feasible.
_____ I prefer to receive my notes in my mailbox.
_____ I have no preference in the way that I receive notes.

If I miss more than 3 classes, note-taking services will be suspended, unless there is a medical or family emergency. To reinstate note-taking services, I will need to meet with the Director of CEDHH to discuss my attendance.

This agreement pertains to each semester that I receive note-taking services. I will let the CEDHH Counselor, Roseann Dennerlein know if I change my e-mail address or if I no longer want to make my e-mail address available to my note-takers.

I agree to use the note-taking services as indicated above.

Student Signature _____ Date _____