University of Baltimore  
Center for Educational Access  
Agreement for Notetaking Services  

Notetaker Responsibilities

1. I understand that communication through email is key when providing notetaking services. My UB email address will be CEA staff’s primary method of communication once the semester begins. I understand that I must check my UB email on a daily basis to keep the lines of communication open.
2. At the beginning of the semester, I will meet with CEA staff to discuss policies, procedures and responsibilities of being a notetaker.
3. I understand that if the student does not contact me about how they will receive their notes for the semester that I must let CEA staff know and they will contact the student.
4. I will take notes as I normally do in my classes and will either make a copy of them to post in AC 139 for the student to pick up or email them to the student and disabilitynotes@ubalt.edu.
5. I understand that notes must be forwarded to the student no later than 48 hours after class ends. The notes must be saved as a word 97-2003 word document.
6. I understand that if the student is absent and does not inform me or CEA about their absence, that I should not forward my notes to the student. (notes can be forwarded if the absence is disability related).
7. I understand that if I am unable to attend class that I must find a substitute notetaker and the substitute notetaker will not be paid.
8. I understand that if at any time I am unable to continue providing the notetaking service that I must inform CEA as well as the student immediately, so that a replacement notetaker can be assigned.

I have read the Agreement for Notetaking Services and understand my responsibilities.

__________________________  ____________________ 
Student Signature          Date

__________________________  ____________________ 
CEA Staff                  Date

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