

There are times when the recruitment techniques used by the CEA staff do not determine a notetaker for a student in your class. If this occurs, we send the email message below asking for you to support our recruitment effort. The script of how to make the announcement is included as well to simplify the task. If you have a student, or two, in mind who you believe would make good notetakers, we also would appreciate a recommendation whether for the current course or future courses.

Hello Professor _____,

There is a student in your _____ class that is a registered student with a disability who is allowed a notetaker as a legitimate accommodation. I have emailed the students in the course with hopes of recruiting a notetaker, but have not gotten any responses. Would it be possible for you to make an announcement in class? You can say: There is a registered student with a disability in this course who is allowed a notetaker as a legitimate accommodation. If you are interested in taking notes, please see Zakiyyah Johnson in AC 139 to discuss the position further. There is a stipend paid at the end of the semester.

Thank you for helping us accommodate our students. Please let me know if you have any questions.

Regards,

Zakiyyah Johnson
University of Baltimore
Center for Educational Access
410-837-4775