

Centre for Students with Disabilities (CSD)
REQUEST FOR NOTETAKING ACCOMMODATION 2010-2011



Please Read This Section First:

- Students with note-taking accommodations are expected to attend classes and participate as fully as possible
- Notes will be sent to your OCAD e-mail account within two business days of each class
- If you change classes, class sections or drop a course, please inform the CSD as soon as possible
- If you experience any difficulties with your notes, please inform the CSD right away so we can fix any problems quickly
- Note Taking is an expensive accommodation – please respect the amount of effort and cost that goes into providing this support by letting us know when you no longer require notes (e.g. if you feel you don't need them, if you drop a class, et cetera)
- **IMPORTANT: Notes acquired from this service are for the sole use of the student authorized for the note-taking accommodation. Notes may not be distributed or shared with any other students or individuals.**

Student Name and Number:

OCAD E-mail Address and Telephone Number:

Are you receiving OSAP this semester? YES / NO (PLEASE CIRCLE)

***if yes then please fill out a BSWD application (available at the CSD) and submit it to the CSD.**

Attach a copy of your course schedule (including teacher names) and clearly indicate which classes you require notetaking for and submit it by email or in person to the CSD.

Signature of Student:

Date: _____