



EMORY  
UNIVERSITY

## Accessibility Services

Office of Diversity, Equity,  
and Inclusion

Professor, please make the following announcement to your class when recruiting a notetaker:

*"A notetaker is needed for this course. If interested, please inform me. I will inform the Department of Accessibility Service of your interest to serve as a notetaker this semester. A stipend is provided after the semester ends. Thank you. "*

- Do **NOT** include the accommodated student's name as part of the announcement.
- If a volunteer is not identified through this announcement, it will be necessary to make other arrangements such as sharing lecture/power-point notes with the accommodated student until a notetaker is identified.
- Please contact DAS if a student does not come forward to serve as a notetaker.

Notetaker's Name	Notetaker Student ID	Emory Email Address	Phone Number

Professor's First and Last Name:

Course Name:

Meeting Days/Times:

DAS Atlanta Notetaking Staff  
1946 Starvine Way  
Decatur, GA 30033  
Phone: 404-727-9877  
Fax: 404-727-1126  
Email: [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu)  
Website: <http://accessibility.emory.edu>

DAS Oxford Notetaking Staff  
104 West Moore Street  
Oxford, GA 30054  
Phone: 770-784-4690  
Fax: 770-784-4667  
Email: [oas\\_notetaking@emory.edu](mailto:oas_notetaking@emory.edu)  
Website: <http://accessibility.emory.edu>