

Office of Counseling and Accessibility Services

Phone (330) 684-8923

Room: B-112

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### Note-Taker Instructor Verification Form

#### Instructors:

Please examine the notes of the student listed below for one week's worth of classes to verify the quality of the notes. Return the notes and this signed form to the note taker. This helps us to ensure that we are providing good, quality services to students with disabilities. Please contact the Office of Accessibility with questions at 330-684-8923.

#### Note Takers:

Fill out this form and attach a copy of 1-2 days of notes.

Full payment is contingent upon receipt of completed form and attached notes within two weeks of the assignment.

Course name: \_\_\_\_\_

Course number: \_\_\_\_\_

Note taker UA email: \_\_\_\_\_

I, \_\_\_\_\_, have examined the notes taken by  
(Instructor's name)

\_\_\_\_\_, and have verified that the notes are:  
(Note-taker's name)

\_\_\_\_\_ Representative of the material I have covered in class and are of good quality.

\_\_\_\_\_ Not representative of the material I have covered in class and are of good quality.

\_\_\_\_\_  
**Signature of Instructor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of OCAS Staff Member**

\_\_\_\_\_  
**Date**

OCAS Notes: \_\_\_\_\_  
\_\_\_\_\_