**Working with a Notetaker**

- **Notetakers can take notes sitting at a desk or a table. The Notetaker will not sit next to the student, except under special circumstances.**
- **Provide the Notetaker content and/or an outline ahead of time, or textbook for all classroom discussions/lectures when possible.**
- **Whenever possible, repeat questions and comments from the class before answering. This is especially necessary in large classrooms or lecture halls as it may be difficult for the Notetaker to hear all conversations within the class.**
- **Overlapping comments and side conversations can make it difficult for the Notetaker to accurately transcribe actions/activities happening in class.**

**Responsibilities of a Notetaker**

- **Prepare for class in advance, read course material.**
- **Be familiar with course of study to facilitate notetaking procedures.**
- **Sit unobtrusively, acting as an extension of the student’s hearing.**
- **Work with teachers, parents, students, and other support personnel.**
- **Record clear; concise notes, including assignments for homework, highlights of topics covered, and significant points relating to notes.**
- **Re-evaluate and make corrections, deletions, additions to notes when necessary before distributing.**
- **Supply student, teachers, and support service personnel with a daily copy of notes, handouts, tests, etc.**
Have you ever interacted with a deaf or Hard-of-hearing student? Do you know what to expect? How can communication access be provided in the classroom?

Deaf/hard of hearing students are unique and may use a variety of different methods of communication.

**Notetaking** is one method of communication that may be used.

**What does a Notetaker do?**

- Attends classes daily, takes clear, concise, legible notes from lectures, class discussions and films/videos.
- Collaborates with the student’s educational team to ensure the appropriate assistance is given.
- Reviews notes with the student for quizzes and exams.
- Keeps the Teacher of the Deaf updated on the student’s progress.
- Advocates for the student.
- Is an extension of the student’s hearing.

**Why Does a Deaf or Hard of Hearing Student Need a Notetaker?**

- The Committee on Special Education (CSE) has determined the need for this service when developing the student’s Individualized Education Plan (IEP). Deaf/hard of hearing students need to watch an interpreter or concentrate on reading lips, making it difficult to look down and take notes. Other students, depending on their disability, may also need to have a Notetaker.

- Access to communication is key in any classroom setting. Deaf and hard of hearing students require access support in order to fully understand spoken instructions and classroom discussions. Notetaking provides visual text support of spoken messages, thereby allowing communication access.

- Notetaking assists students who are deaf or hard-of-hearing to be able to thrive in an academic setting! This ensures successful achievement of academic and personal goals!

**Notetaking in the Classroom**

- The Notetaker has a professional rapport with the student and may or may not interact personally with the student. The Notetaker is a support service professional, responsible for providing the best notes possible for the education of the student.

- A professional Notetaker takes more thorough and precise notes at a level suitable for the student’s abilities. Notetaker notes are more comprehensive and supplement academic material. Notetakers take notes on classroom discussions and asides, which are not always included in student notes.

- If a student is absent, the Notetaker continues to attend classes and take notes. This keeps the notes comprehensive for the student as well as the Teacher of the Deaf/Hard of Hearing or resource room teacher.