

**Disability Resource Center
Edgewater Hall, Suite 255
DisabilityResourceCenter@clayton.edu
678-466-5445**

Note-taking Request Form

Students registered with the Disability Resource Center (DRC) who have an approved accommodation for note-taking services must complete this form each semester. This form should be completed prior to the start of classes; however, can be submitted by the end of the first week of the semester. Failure to submit this form in a timely manner may result in delayed provision of note-taking services.

| Course Code/Name | Day(s) class meets | Time class meets | Location | Instructor Name |
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Student Name

Student Signature Date

DRC Staff Signature Date