

## EXHIBIT B

August 17, 2018

Dear Instructor,

In your class is a student who needs the accommodation of a note taker. I need help in securing a person to take notes for this student. Would you please announce at the beginning of the first class that a note taker is needed and ask for a volunteer.

### NOTE TAKING ACCOMMODATION PROCEDURE

1. The Note taker takes his/her notes on the paper and tears off the back (yellow) copy.
2. The Note taker will give the yellow copy to the instructor at the end of each class.
3. It is the responsibility of the student receiving this accommodation to pick up the notes from the instructor at the end of each class.
4. Any notes not picked up on the day of class should be forwarded to the ADA Office, FSC #300, via Campus Mail.
5. Students do not receive copies of notes for a class in which they did not attend.
6. The NCR note taking paper is furnished by the ADA Accommodations Office.  
Please advise when you require additional paper and please return any unused paper.

I am giving you the name of the student who receives the accommodation, but keep the student's name confidential. The student in your class who has been given an accommodation of a note taker is       Student's Name      .

**Please call my office as soon as possible if no one volunteers to take notes.** My extension is 6077/5322. The note paper is provided in the attached manila envelope. I will send more paper as needed upon your request. Please advise if you have any questions. Thank you.

Sincerely,

Anne Sherman  
Director, ADA Office