Hello Note Takers and Students,

Please be aware that if you are going to be absent from the note taker assignment it is important to notify the student directly and quickly.

If the students are comfortable sharing their cell phone numbers note takers can call and/or text them as well as send an email.

Please notify the office ASAP by phone and/or email 609 771 2571 gervasi@tcnj.edu and/or yamiolko@tcnj.edu

When possible you can also reach out to the other note takers to see if anyone would like to cover the class.

All of the note takers are posted above in this email.

If any note takers would like to share their phone numbers, please reply to this email by replying to all and sending the phone numbers.

Once we receive notification of an absence we will reach out to the note takers as well.

If students attend class without a note taker and if they are comfortable they can ask another student to volunteer a copy of the class notes.  They can alternately ask the faculty member to make an announcement for a peer volunteer.  They can also ask the faculty member to provide any written notes that they might have if they are not already sharing those with the class.

I am open to any further suggestions you might have to best respond in the event of a note taker's unexpected absence.

Thank you all for your cooperation with this matter.

Best,  Terri

A. Terri Yamiolkowski, MA,LPC,NCC
The College of New Jersey
Office of Differing Abilities Services
[www.tcnj.edu/~sa/disabiliy](http://www.tcnj.edu/~sa/disabiliy/)