

COMMUNITY COLLEGE OF PHILADELPHIA
CENTER ON DISABILITY
BG-39

phone: 215-751-8050 | fax: 215-972-6312
email: cod@ccp.edu | website: ccp.edu/cod

Dear Student:

The Center on Disability would like to thank you for volunteering to share your notes with your classmate during the upcoming semester. You should plan to meet with the student with whom you are sharing notes to discuss logistics and his/her note taking needs. If you have any questions or need further clarification regarding your role as a notetaker, please contact the Center on Disability and we will be happy to assist.

In appreciation of your services, the Center on Disability will present you with a small acknowledgment at the end of the semester. The student with whom you are sharing notes will provide you with a Notetaker Acknowledgment Form, which you should complete and submit to the Center on Disability at the end of the semester to receive your gift certificate.

Thank you and have a successful semester.

- Center on Disability Staff