



Cornell University

Student Disability Services Notetaker Application Form

Personal Information

Last Name: _____ First Name: _____

NetID/Email: _____ Phone Number: _____

College: _____

Are you currently... *(check all that apply)*

Registered Full Time and Attending Classes? Yes No

FWS Eligible? Yes No

Cornell Tradition Fellow? Yes No

Employment Information

Are you currently working at Cornell? No Yes: Which dept? _____

Do you already have an I-9 on file with Cornell University? Yes No

Do you anticipate any reason for why you might have to miss your classes this semester, and if known, please give reason and anticipated dates of absence(s):

No Yes: Reason: _____ Dates: _____

Background Information

Have you ever been referred to the Judicial Administrator for alleged violation(s) of the campus Code of Conduct: Yes No

If you answered yes, please give dates (including currently pending matters), describe the circumstances, and indicate how the case was resolved:

I hereby authorize the Judicial Administrator and other references (including course instructor) to release to the department to which I am applying for employment any and all information that may be relevant to my duties and responsibilities as a student employee. This release remains in effect unless and until revoked in writing, or until my date of graduation from Cornell, whichever occurs first. I certify that the information I have given is true and understand that misrepresentation or omission of facts called for in this form is cause for termination of employment without notice.

Notetaker Agreement

By agreeing to act as a student notetaker, you are agreeing to the following:

University Employment Policy

- You cannot be hired as a notetaker unless you have an I-9 form on file with the University. Information about completing an I-9 form (and what constitutes proper documentation) is available at: <http://studentemployment.cornell.edu/forms/i-9-form>. I-9 forms can be completed at Day Hall or at the SDS Office during regular business hours.
- SDS cannot hire you to take notes in a class in which you are already being paid (as a TA, for example). If a student requests notes in a class where you already receive university compensation you may volunteer to submit notes for a student or an alternate notetaker will be hired for the position.
- SDS will cover the time you are in class and taking notes, and up to five minutes outside of the class to send notes and record you time. No additional time outside of class for typing or rewriting notes will be paid.
- Notetakers are expected to accurately enter and promptly submit your timecard in accordance with SDS and university deadlines. Timecard corrections should be submitted prior to the end of the semester during which you are being paid.

Assignment and Delivery of Notes

- If a student requests notetaking services for a class you are registered for via SDS Online Services, SDS will contact you and request a sample of your notes for that class. If you are selected as a notetaker, you will be assigned to the class.
- Notetakers must confirm their class assignment within 72 hours of receiving email notification of the assignment.
- As a notetaker, you are responsible for providing notes for every class session on or after your hire date. You are responsible for making arrangements to acquire notes for days you do not attend class.
- Notetakers must deliver course notes by uploading them to SDS Online Services within 24 hours after the end of each class. If there are no notes for a particular class (due to student discussion, field trip, in class exam, cancelled class, etc.) you are required to send a note to sds_notes@cornell.edu with an explanation for why no notes were uploaded for that day.
- Notes can be uploaded to SDS Online Services as either PDF or Word documents. Notes should not be submitted as images or photos. Handwritten notes may be scanned as a PDF. Scanners are available in many university libraries (<http://www.library.cornell.edu>) as well as in the SDS office.
- If you are offered payment by SDS for notes taken prior to your hire date (as specified in the welcome email you will receive when you are hired as a notetaker), please submit them as soon as possible after you are hired. Payment for back notes is submitted by SDS (not via Kronos) and will be delivered via your paycheck.
- If you fail to submit notes for more than two consecutive weeks, SDS reserves the right to find a new notetaker for the class and will no longer pay you for your services. You will be notified by email and given a chance to submit all required notes before your notetaker assignment is terminated.

Confidentiality

- You agree to keep confidential any information disclosed to you by SDS about the student(s) you are taking notes for. Any information disclosed to you by the student will be kept confidential, too. This is in accordance with FERPA and University policy 4.5 (<http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/studentinfo.cfm>).

Signature: _____ Date: _____

Thank you for submitting this application. Please email: sds_notes@cornell.edu with any questions.