



Note Taker's Name: \_\_\_\_\_ Note Taker's 900#: \_\_\_\_\_

Course: \_\_\_\_\_ Campus: \_\_\_\_\_

Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_

| DATE             | IN (Class Start time) | OUT (Class End time) | TOTAL (hours) |
|------------------|-----------------------|----------------------|---------------|
| <b>August</b>    |                       |                      |               |
| 16-20            |                       |                      |               |
| 23-27            |                       |                      |               |
| 30-3             |                       |                      |               |
| <b>September</b> |                       |                      |               |
| 6-10             |                       |                      |               |
| 13-17            |                       |                      |               |
| 20-24            |                       |                      |               |
| 27-1             |                       |                      |               |
| <b>October</b>   |                       |                      |               |
| 4-8              |                       |                      |               |
| 11-15            |                       |                      |               |
| 18-22            |                       |                      |               |
| 25-29            |                       |                      |               |
| <b>November</b>  |                       |                      |               |
| 1-5              |                       |                      |               |
| 8-12             |                       |                      |               |
| 15-19            |                       |                      |               |
| 22-26            |                       |                      |               |
| 29-3             |                       |                      |               |
| <b>December</b>  |                       |                      |               |
| 6-10             |                       |                      |               |

Students must return this completed and signed time sheet to Disability Services by the last day of classes. \*If you do not fill out this form completely and submit the completed form to Disability Services, you will not get paid for your services. A complete term of note taking pays \$100. If the note taker or student withdraws from class, the note taker will be paid \$50. Note takers are paid the third week into the following semester. By signing, I acknowledge the conditions set forth above and verify the information is an accurate statement of the hours worked daily.

Note Taker Signature: \_\_\_\_\_

Date: \_\_\_\_\_