



PROCEDURE FOR REQUESTING SCRIBES 2016 – 2017

Individuals who are requesting scribes services MUST comply with the following procedure:

1. Students seeking the use of a scribe in the classroom and for exams/quizzes must receive approval for this accommodation from the Disability Support Services Office. The college recognizes its responsibility and will make every attempt to provide the services when appropriate.
2. Student must complete an intake with the ADA Coordinator or Disability Support Advisor at the campus you will be attending or the campus closest to your home.
3. Request for a scribe should be made by completing the correct paper work, including this form and the Student Request for Scribe Form no later than six weeks before the beginning of the semester for which they are requesting scribe.
4. To schedule an appointment, please contact the Disability Support Services office at your campus; Leonardtown (240 -725-5420) ; Prince Frederick (443-550-6009); La Plata (321-934-7614); by email at Glennisd@csmd.edu or relay call to 301-934-7614.
5. Request must be accompanied by the list of classes to be covered, the location, and faculty's or instructor's name.
6. Students who add a class must fill out a new request form. Students who drop classes must notify the ADA Coordinator or Disability Support Advisor.
7. Students requiring additional scribe services for special projects and extra credit assignments must request services at least seven working days in advance.
8. Due to issues concerning liability, scribes are not permitted to provide services in students' homes.
9. The College of Southern Maryland is not financially or otherwise responsible for any student who enters into a contract with a scribe without following the college's written procedure for requesting scribe services.

10. If in the event a student is dissatisfied with the skill level, adequacy or competence of the scribe, the student must contact the ADA Coordinator to appropriately address this issue.

11. Students must inform the Disability Services Office of any class absences or cancelations as soon as possible to ensure proper notification of scribes.

Role of the Scribe

The scribe’s sole function is to provide equal access to information via note taking. The scribe is not to act as a tutor (in their capacity as scribe), a personal care attendant, or an assistant to the student, faculty or instructor.

Name: _____

Date Requested: _____ **Email:** _____

Street Address: _____

City: _____ **County:** _____ **State:** ____ **Zip Code:** _____

Campus Attending: **La Plata** **Prince Frederick** **Leonardtown**
 Waldorf **Lexington Park** **Other:** _____

| Course Number | Instructor | Building/Room # | Start/end date | Days and time |
|----------------------|-------------------|------------------------|-----------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of Student:

Date:

Parent/Guardian Signature if student is under 18:

Date: