



Center for Accessible Resources

In-Class Reader/Aide/Scribe Accommodations Student Agreement

Center for Accessible Resources (CAR)

All students using in-class Reader/Aide/Scribe accommodations are responsible for understanding the following:

Aides:

In-class aides:

- Will perform only those tasks directed by the student.
- Will not prompt or guide a student in performing a lab task.
- Must adhere to proper lab procedures.

In-class aides in labs will only help carry out lab procedures students need assistance in completing due to their disabilities. All information about actual lab processes and procedures are the student's responsibility.

Readers:

In-class readers:

- Will only read what is on the needed document.
- May be asked to re-read parts of a document and state the punctuation.
- May be asked to adjust speed and volume.

Scribes:

In-class scribes:

- Will record exactly what the student dictates.
- Are not responsible for organizing or paraphrasing a student's thoughts into a final draft.
- Are responsible for general spelling and sentence-ending punctuation. Students are responsible for detailing to the scribe any specific spelling, class-related terminology, or punctuation.
- The student will direct the scribe to make any corrections, otherwise what has been dictated by the student will be used.
- Will discontinue services if the student steps out of class or is absent and will resume when the student returns to class.

General Guidelines:

- In-class Readers/Aides/Scribes will not function as a teacher or tutor.

- Readers/Aides/Scribe accommodations may take one (1) to two (2) weeks to arrange.
- Students must notify CAR if they are not going to class or do not need a service provider forty eight (48) hours in advance.
- If a student is not in class, a Reader/Aide/Scribe will not be sent.
- All Readers/Aides/Scribes will leave if the student does not arrive within the first fifteen (15) minutes of class.
- If a student has excessive (two or more) cancellations, students may have their service provider accommodations suspended. Services may become dependent on a daily phone call confirming the need for in-class accommodations.
- After excessive (two or more) cancellation, the student must meet with their CAR accommodation specialist to determine if services will be reinstated, suspended, or conditional.
- Students are responsible for informing their CAR accommodation specialist by contacting the Center for Accessible Resources if there are any issues with an in-class Reader/Aide/Scribe.
- If there is not a Reader/Aide/Scribe available for your class, you will be notified by CAR as soon as possible.

I have read and understand the agreement for students using in-class Reader/Aide/Scribe accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.

Date: _____

Signature: _____

Print Name: _____

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.