Tips and Tricks for Working with In Class Readers/Aides/Scribes

Center for Accessible Resources (CAR)

In-class Readers/Aides/Scribes are those who serve a specific function in a course for a student who is eligible. Below are some tips and tricks for faculty regarding how to work with these providers.

What is the role of a Reader/Scribe/Aide?

- Assist the student only with tasks that the student is unable to execute
  - Examples: capturing notes written on a whiteboard, assisting with manual tasks, scribing for in-class assignments, and other tasks that are determined by a student's primary Accommodation Specialist with input from the instructor

What should I do?

- Always communicate/interact directly with the student and avoid communicating with the service provider as a liaison to the student
- Continue to submit all in-class materials in advance for alternate format conversion (this is still necessary even if the student has an in-class service provider as an accommodation)
- Address any concerns regarding the student's access or Reader/Scribe/Aide directly with the student's primary Accommodation Specialist (listed on LOA email)
- Hold the student to the same academic standards as non-disabled students
- Ensure that seating is available for the service provider

We encourage you to reach out to CAR for more information and if you have any additional questions.

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