



Center for Accessible Resources

## **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](mailto:accessibleresources@lanecc.edu)**

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