

Guidelines for Documentation of a Traumatic Brain Injury

Students who are seeking services from Northwest Florida State College's Disability Support Office on the basis of diagnosed Traumatic Brain Injury are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This means a diagnosis by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or a neuropsychologist or a combination of such professionals with expertise in the diagnosis of a traumatic brain injury. Protection under Section 504 and ADA civil rights statutes is based upon documentation of a disability that **currently substantially limits** some major life activity including learning.

The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids on the basis of a Traumatic Brain injury. The Counselor, Disability Support Services is available to consult with diagnosticians regarding any of these guidelines.

The documentation must be current (within the past three years) and must include:

- Diagnostic reports must include the name, titles, and professional credentials (e.g., licensed physician) of the professionals as well as the date(s) of testing. A written summary of /or background information about the student's medical history must be included.
- The report must be typed and written in English on letterhead, signed, and dated.
- **Not Acceptable:** A doctor's prescription pad note, handwritten notes on this sheet, or a school plan such as an Individualized Educational Plan (IEP) or 504 plan. An IEP or 504 plan may be included and used as part of a more comprehensive evaluative report.
- Assessment of cognitive abilities, including processing and memory.
- Analysis of educational achievement skills and limitation (reading comprehension, written language, spelling and mathematical abilities).
- Defined levels of functioning and limitations in all affected areas (communication, vision, mobility, psychological seizures, etc.)
- Date of diagnosis must also be included.

All documentation is confidential and must be submitted to:

Elizabeth Smith
Counselor of Students with Special Needs
Northwest Florida State College
100 College Boulevard
Building E Room 148
Niceville FL 32578

(Telephone and TDD 850 729-6079)
(Fax: 850-729-5300)

Florida Relay Service
800-955-8770

After documentation is reviewed, student needs to make an intake appointment with the Coordinator.