

Guidelines for Documentation of a Traumatic Brain Injury

Students who are seeking services from NWFSC's Disability Support Services 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 ADA as amended in 2008. The professional providing the diagnosis must be qualified to do so. Protection under Section 504 and ADA civil rights statutes is based upon documentation of a disability that **currently substantially limits** some major life activity such as learning.

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

The report needs to be typed in English on Letterhead, signed, and dated. A doctor's prescription pad note or a school plan such as Individualized Educational Plan (IEP) or 504 plan is not sufficient documentation by itself but may be included and used as part of a more comprehensive evaluative report.

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.
- 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.

Appropriate **reasonable accommodations** and services are individually determined by Disability Support Services in consultation with the student on the basis of information in the documentation provided.

All documentation is confidential and must be submitted to:

Coordinator, Disability Support Services
Northwest Florida State College
100 College Boulevard
Student Life Center, Bld 410 Rm 119
Niceville FL 32578
(Telephone and TDD 850 729-6079)
(Fax: 850-729-6893)
Florida Relay Service:
800-955-8770