

## Guidelines for Documentation of a Traumatic Brain Injury

Students who are seeking support services from NWFSC's Accommodation Resource Center (ARC) based on a diagnosed traumatic brain injury are required to submit documentation to verify their eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and its 2008 amendment. All documents concerning the diagnosis must come from a licensed professional. Protection under Section 504 and the ADA 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 the documentation provided is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids. The Accommodations Resource Center is available to consult with diagnosticians regarding any of these guidelines.

**All documentation must be typed in English, on letterhead, signed and dated by a licensed professional. A doctor's prescription note or an 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 provided must be current (within the past three years) and must include:

- The names, titles, and professional credentials (e.g. licensed physician) of those providing the diagnostic report along with the date(s) of testing
- An assessment of cognitive abilities, including processing and memory
- A statement of functional limitation(s) and the expected impact on the student's academic performance

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

**All documentation is confidential and should be submitted to:**

Northwest Florida State College  
Accommodation Resource Center  
Susan Myers Learning Resource Center  
Bldg. 500, Rm. 106  
100 College Blvd. E.  
Niceville, FL, 32578  
Email: [arc@nwfsc.edu](mailto:arc@nwfsc.edu)  
Telephone: (850)729-6079  
Fax: (850)729-4984  
Florida Relay Service: 1-800-955-8770