

## Guidelines for Documentation of a Traumatic Brain Injury

Students who are seeking services from NWFSC's Accommodations Resource Center 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 the Accommodations Resource Center 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.
- Assessment of cognitive abilities, including processing and memory.
- Date of diagnosis must also be included.

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

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

Accommodation Resource Center, Northwest Florida State College

Email: [arc@nwfsc.edu](mailto:arc@nwfsc.edu)

Telephone and TDD: 850-729-6079

Fax: 850-729-6893

Florida Relay Service: 1-800-955-8770

100 College Boulevard

Susan Myers Learning Resources Center, Bldg. 500 Rm 214

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