

## DOCUMENT GUIDELINES FOR HEAD | TRAUMATIC BRAIN INJURIES

*Head or traumatic brain injuries must be documented with a medical or clinical diagnosis. If psychological or cognitive limitations are the result of a brain injury, a neuropsychological evaluation is required. If sensory-motor disorders have occurred as the result of a brain injury, a neurologist's or other medical specialist's evaluation must be provided. Such other specialists include: physicians, licensed clinical or rehabilitation psychologists, neuropsychologists, and psychiatrists. Please present documentation in the following manner:*

- 1. Documentation must be on letterhead, signed and dated by a qualified evaluator, including the credentials of the person making the diagnosis.**
2. Assessment on which the documentation is based was completed no more than three years prior to the student's application for accommodations, OR must have been completed as an adult (18 years old or older) and still be considered current.
3. Include clear statement of the head injury or traumatic brain injury.
4. Provide a summary of cognitive and achievement assessment measures use and evaluation results.
5. Include all assessment scores supporting this diagnosis.
6. Provide a summary of present symptoms which meet the criteria for diagnosis.
- 7. Include a statement specifying the major life activities limiting the student and the degree of impact on the student's academic program caused by these limitations.**
8. Include medical information relating to the student's needs, along with current medication or aids used by the student and their effect on the limitations listed in #7.
- 9. Specify recommendations and rationale for accommodations.**
10. Other documentation showing a history of prior accommodations and indication of their benefits may also be included.