



Documentation Guidelines for a Head Injury/Traumatic Brain Injury

The guidelines below are provided to facilitate the process of obtaining the necessary documentation to validate the existence of a Head Injury/Traumatic Brain Injury (TBI). Students requesting disability related services are required to provide their evaluator with a copy of these guidelines. Guilford Technical Community College or the evaluator cannot be held responsible for the documentation not being acceptable to validate the existence of the disability if the student fails to give the evaluator a copy of these guidelines.

Students requesting accommodations on the basis of Head Injury/Traumatic Brain Injury (TBI) must provide documentation by a professional who has undergone comprehensive training and has relevant experience in differential diagnosis and the full range of psychiatric disabilities – e.g., licensed clinical psychologist, neuropsychologist, psychiatrist, and other relevantly trained medical doctors. (A school plan such as an Individualized Educational Plan [IEP], Summary of Performance [SOP], or 504 Plan are not sufficient documentation.)

Acceptable documentation should include:

1. Evaluations must be comprehensive and show the **DSM-IV/TR Code** for Head Injury or Traumatic Brain Injury (TBI). Evidence of current and functional must also be included.
2. Neuropsychological or psycho-educational assessments that have information and/or test scores to rule out possible diagnoses including medical and psychiatric disabilities as well as educational factors which impact the individual and may result in behaviors from Head Injury or Traumatic Brain Injury (TBI). **(Provide your evaluator with a copy of the Guidelines for Documentation of Learning Disabilities for further explanation)**
3. A clinical summary which: (a) indicates the substantial limitations to major life activities posed by the disability, and (b) describes the extent to which these limitations would impact the academic context for which accommodations are being requested.
4. Documentation should reflect the current level of functioning and is dependent on the condition, the current status of the student and the student's request for reasonable accommodations. **Suggestions of reasonable accommodations are necessary. These suggestions should be linked to the impact of the disability.**
5. Regarding medication, Please provide information about the effects of medication, which may have an impact on the student's abilities to perform.

NOTE: The professional conducting the assessment and rendering a diagnosis of Head Injury or Traumatic Brain Injury (TBI) must be qualified to do so. The person who signs the report must be the one who conducts the evaluation and writes the report. (Documentation by family members, immediate or otherwise, is **not** acceptable.)

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

*Guilford Technical Community College
601 High Point Road
Jamestown, NC 27282
Fax: 1-336-232-9803*