



### **Documentation Guidelines for Head Injury/Traumatic Brain Injury**

These documentation guidelines are provided for students with head injuries and traumatic brain injuries who are seeking classroom accommodations through the Disability Resource Office at Colorado State University – Pueblo.

Head Injury and Traumatic Brain Injury are considered medical or clinical diagnoses. Individuals qualified to render a diagnosis for these disorders are practitioners who have been trained in the assessment of a Head Injury or Traumatic Brain Injury. Recommended practitioners may include physicians; neurologists; licensed clinical, rehabilitation and school psychologists; neuropsychologists and psychiatrists.

Documentation should include the name, title, professional credentials, address, and telephone number of the practitioner as well as the date(s) of testing. The practitioner must be an impartial individual who is not a family member of the student.

The following documentation requirements will assist the Disability Resource Coordinator in working with each student to determine appropriate accommodations. Documentation is the foundation that supports a student's request for appropriate accommodations. Recommended documentation includes all of the following:

1. A clear statement of the head injury or traumatic brain injury. This should include the probable site of lesion and the date of injury.
2. Documentation for eligibility must reflect the current impact the head injury has on the student's functioning.
3. A summary of cognitive and achievement measures used and evaluation results including standardized scores used to make the diagnosis.
4. A summary of present symptoms which meet the criteria for diagnosis.
5. Medical information relating the student's needs must include the current medications, and their impact on the student's ability to meet the demands of college courses.
6. A statement of the functional impact or limitations of the disability on learning or other major life activities and the degree to which the impairment impacts the individual.

7. Recommendations of accommodations that would be appropriate for the student based on the diagnosis and testing results.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated.

The student and the Disability Resource Coordinator at Colorado State University – Pueblo will work together to determine accommodations with the final decision made by the Disability Resource Coordinator.

Revised: 7/14/11