

Connecticut College
Office of Student Accessibility Services
Documentation Guidelines

Traumatic Brain Injury

(Concussions are considered temporary conditions-contact Health Services)

Documentation must be based on a comprehensive Evaluation and should include a detailed description of the following:

1) Professional Credentials

The following professionals are generally considered qualified to submit documentation, provided they have comprehensive training in the diagnosis and treatment of TBI: neurologists, clinical psychologists, rehabilitation psychologists, and neuropsychologists. The professional conducting the evaluation must be an impartial individual who is not a family member.

The documentation must include the following: the name, title and professional credentials of the evaluator; license or certification number; the area of specialization; employment and state in which the individual practices. All reports should be on letterhead, typed, dated, and signed.

2) DSM 5 or ICD Diagnosis and Code Clearly Stated

3) Information Current

A neuropsychological evaluation must be performed at least six months after the acute injury phase, but not more than three years prior to the date of requesting accommodations.

4) Assessment Process and Evaluation Results

The documentation should be based upon a neuropsychological evaluation. List instruments and assessments used to make the diagnosis. The evaluation should include information about the impact of the symptoms on the student's functioning in and out of the classroom setting. It is important that the evaluation addresses the severity and frequency of the symptoms. ***Attach test scores to report***

5) Treatment/Therapy

Provide information regarding the current treatment plan.

6) Recommended Accommodations Justified

Describe the specific accommodations requested, and explain why they are needed. The rationale for specific accommodations should focus on the nexus between the impact of the student's diagnosed condition and the requested accommodations.