

Documentation Requirements

Traumatic Brain Injury

I. A Qualified Professional Must Conduct the Evaluation

The professional who provides the documentation for Traumatic Brain Injury (TBI) must be qualified to do so. He/she must have professional qualifications that include both training and expertise in the specialty area of TBI as well as the appropriate licensure and/or certification.

It is important to note that PSD will not accept documentation performed by a family member or a close family friend, even if the evaluator is otherwise qualified.

The documentation must be on official letterhead, typed, dated, and signed by the treating professional.

II. The Documentation Must Be Current

The impact of a TBI may change over time; therefore, it is important that PSD have an accurate picture of the student's current functioning, specifically within the academic environment. PSD requires that documentation for TBI be no more than **six months old**.

If a diagnostic report is older than six months, but is still an appropriate description of the student's current functioning, an updated letter from a qualified professional may be submitted that addresses why the original documents or reports are still relevant and accurate.

III. The Documentation Must Be Comprehensive

Documentation should include:

- A specific diagnosis
- Date of onset
- Description of symptoms including history, duration, and severity
- Any relevant developmental and/or historical information
- Current functional limitations in the academic environment
 - Cognitive testing may be necessary to adequately assess the impact of the TBI on academic functioning (i.e. memory, processing speed, executive functioning etc.)
- Current treatment/medication and potential impact of the treatment/medication on the academic environment

IV. The Accommodations Must be Appropriate and Supported by the Documentation

The professional should make recommendations for academic accommodations. Each accommodation should have a rationale that supports the need for the accommodation; a link between the accommodation and the functional limitations addressed in the documentation must be evident. The need for certain accommodations can change over time; therefore a prior history of an accommodation does not warrant a similar accommodation if the documentation does not support the need.

PSD reserves the right to seek clarification from the professional if it is believed that the accommodations are excessive or are not clearly supported by the documentation. If this occurs, an addendum will be requested in which the professional provides rationale for the accommodations in question and/or revises the recommended accommodations.