

**University of South Florida  
Student Accessibility Services**

**Guidelines for Documenting Traumatic Brain Injury**

Students seeking support services from Student Accessibility Services (SAS) on the basis of a previously diagnosed Traumatic Brain Injury (TBI) are requested to submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and the ADA Amendments Act. The documentation should describe a disabling condition, which is defined by the presence of substantial limitations in one or more major life activities. The guidelines below are intended to provide guidance for the assessment process, including the areas that should be assessed in order for SAS staff to make appropriate decisions. Please do not hesitate to **contact SAS at (813) 974-4309 if you have any questions.**

Students submitting documentation of physical and/or cognitive deficit related to a TBI (i.e., head trauma, CVA's, tumors, other medical conditions) are requested to submit evidence of a disabling condition with evidence of functional impairment in major life activities of relevance to the classroom.

Documentation in support of a traumatic brain injury should include the following information:

1. **Detailed background information** could include any pertinent medical, psychological, and learning disability history, and a discussion of dual diagnosis, if present; this includes a history of any coexisting disorders that could affect functioning.
2. **A comprehensive neuropsychological evaluation** conducted after the injury should include evidence of current impairment, behaviors that significantly affect functioning, and how these relate to academics should be provided. A discussion of estimated premorbid functioning should also be included.
3. Suggested recommendations, modifications and/or accommodations.
4. Because the impact of TBI may change over time, current evaluations can be critical for providing reasonable accommodations. Depending on the nature of the disability, updated evaluations may be requested.

Additional helpful information to have in the documentation:

- **Detailed information regarding residual physical or medical impairments** – current treatment regimens, including current medications.

It is important to recognize that accommodation needs can change over time and are not always identified during the initial diagnostic process.

SAS will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

*The diagnostic report must include the **name and title, license number, and signature** of the evaluator. Evaluators should not be related to the individual being assessed. A verification form is available to assist in the documentation process.*

**All documentation submitted to SAS is considered confidential.**

Due to the broad nature of Florida's public records and email legislation, SAS encourages students to upload documentation with the secure on-line application found via the "AccessSAS" icon at [www.usf.edu/sas](http://www.usf.edu/sas).

Documentation may also be faxed to (813) 974-7337 or mailed to:

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Student Accessibility Services  
4202 E. Fowler Ave., SVC 1133  
Tampa, FL 33620-6921