

ROCHESTER INSTITUTE OF TECHNOLOGY  
DISABILITY SERVICES OFFICE

DOCUMENTATION GUIDELINES  
Head Injury / Traumatic Brain Injury Disabilities

Head injury or 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 Head Injury or Traumatic Brain Injury. Recommended practitioners may include physicians, neurologists, licensed clinical, rehabilitation, and school psychologist; neurophysiologists and psychiatrists. The diagnostician should be an impartial individual who is not a family member of the student.

The following guidelines are provided to assist the service provider in collaborating with each student to determine appropriate accommodations. Documentation services as the foundation that legitimizes a student's request for appropriate accommodations. Recommended documentation includes:

1. A clear statement of the Head Injury or Traumatic Brain Injury and the probable site of lesion.
2. Documentation for eligibility should be current.
3. A summary of cognitive and achievement measures used and evaluation results including standardized scores or percentiles use to make the diagnosis.
4. A summary of present residual symptoms that meet the criteria for diagnosis.
5. Medical information relating to the student's needs, to include the impact of medication on the student's ability to meet the demands of the post-secondary environment.
6. Suggestions of reasonable accommodations that might be appropriate at the post-secondary level are encouraged. These recommendations should be supported by the diagnosis.