

Documentation Guidelines for Head Injury/Traumatic Brain Injury

Students who are requesting accommodation services at Vance-Granville Community College are required to submit documentation to verify eligibility under the ADA of 1990 and Section 504 of the Rehabilitation Act of 1973. Students must provide documentation that meets the College's guidelines to become eligible for services. The following guidelines are provided in the interest of ensuring that the documentation is complete and appropriate.

1. A clear statement and classification of the head injury or traumatic brain injury including date of injury and classification and dates pertaining to history of multiple concussions (as applicable).
2. Documentation should reflect the **current level of functioning** and is dependent upon the disabling condition, the current status of the student and the student's request for reasonable accommodations.
3. A summary of cognitive and achievement measures used and evaluation results (neuropsychological report) including standardized scores or percentiles used to make the diagnosis.
4. A summary of current residual symptoms and cumulative damage (as applicable and as a result of repeated injuries) which meet the criteria for diagnosis.
5. A statement explaining the **current** functional limitations imposed by the head injury or traumatic brain injury.
6. Medical information relating to the student's needs should include the impact of treatments, medications, devices or services currently prescribed.
7. Suggestions of reasonable accommodation(s) which might be appropriate at the postsecondary level are encouraged. These recommendations should be directly linked to the impact of the disability.

All documentation is confidential and should be submitted to:

Vance-Granville Community College
Attention: Tieren Evans
PO Box 917
Henderson, NC 27536