Student Accessibility Services

Documentation requirements for Traumatic or Acquired Brain Injury

Student Accessibility Services provides academic accommodations and services to students with Traumatic or Acquired Brain Injury. Students seeking accommodations must provide relevant and comprehensive documentation of their disability so that the office of Student Accessibility Services can determine the student’s eligibility for accommodations.

Documentation should include:

1) A completed disability verification form (pages 2-4 of this document).

OR

2) If appropriate, a relevant and comprehensive adult normed psychoeducational or neuropsychological evaluation. To include: a clear statement of disability including diagnosis, test scores, clinical assessment of procedures and evaluator’s narrative.

All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification. Student Accessibility Services will make the determination regarding whether accommodations are reasonable in the College environment.

All documentation is considered confidential and can be mailed or faxed to:
Student Accessibility Services
Assumption College
500 Salisbury Street
Worcester, MA 01609
Fax: (508)767-7139
Phone: (508)767-7500
Disability Verification Form: Traumatic or Acquired Brain Injury (to be completed by appropriate practitioner)

This form is intended to assist your patient in meeting the documentation requirements for requesting academic accommodations on the basis of a Traumatic or Acquired Brain Injury at Assumption College. Please fill out all of the questions on the form below. Documentation must describe a disabbling condition, which is defined by the presence of significant limitations in one or more major life activities.

All information is considered confidential. Please feel free to contact Student Accessibility Services with any questions.

Student/Patient Name: ____________________________________________________________

1. Please list all DSM-IV or ICD Diagnoses (text and code):
   
   AXIS I:
   
   AXIS II:
   
   AXIS III:
   
   AXIS IV:
   
   AXIS V
   
   Severity of disorder (current GAF Score) ____________________________
   a. Date diagnosed: __________________
   b. Date of your last clinical contact with student: ____________

2. Evaluation
   a. How did you arrive at this diagnosis? Please check all relevant items below, adding brief notes that you think might be helpful to us as we determine eligibility for accommodations.
      - Medical evaluation
      - Structured or unstructured interviews with student
      - Interviews with other persons (i.e. parent, teacher, therapist)
      - Behavioral observations
      - MRI
      - Neuropsychological testing. Attach documentation
      - Psychoeducational testing. Attach documentation
      - Other (Please specify). __________________________________________
   b. Evaluation Results ______________________________________________________
   c. Current treatment being received by student:
      - Medication management:
        Current medications: ________________________________
- Physical/Occupational therapy
  Frequency: ________________________________
- Other (please describe): ________________________________

d. Severity of symptoms:
  □ Mild
  □ Moderate
  □ Severe
e. Prognosis of disorder:
  □ Good
  □ Fair
  □ Poor

3. Functional Limitations Y ☐ N ☐ If yes, please describe: _______________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

a. Please describe in detail any functional limitations that fall into the significant range.
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

b. Please list current medications and treatment history.
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

c. Special considerations, e.g. medication side effects:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

4. Coexisting Conditions
Please provide details about any coexisting psychiatric conditions.
Please include all relevant reports.
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

5. Past Accommodations
Please mark whether student has utilized accommodations in the past. Y ☐ N ☐
Please describe:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

6. Suggested Accommodations
Please list the specific academic accommodations you suggest based on your assessment of the student's clinical and academic history and diagnosis.
7. (Optional) Please provide any additional information you feel will be useful in determining the nature and severity of the student’s disability, and any additional recommendations that may assist in determining appropriate accommodations and interventions:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Thank you for your help in providing this information so that we may begin services as soon as possible. Please complete the provider information below. This form should be signed and returned to Student Accessibility Services at Assumption College, 500 Salisbury Street, Worcester, MA 01609 or by fax to (508)767-7139.

PLEASE NOTE: To provide documentation of a TBI or ABI, the diagnosing professional must be a physician, neurologist or other medical specialist with experience and expertise in the area related to the student’s disability should make the diagnosis.

Provider Information
I certify, by my signature below, that I conducted or formally supervised and co-signed the diagnostic assessment of the student named above.

Signature: ________________________________ Date: ________________________
Print Name and Title: ________________________________________________________
State of License: License Number: ____________________________________________
Address: _________________________________________________________________
Street or P.O. Box City State Zip: ____________________________________________
Phone: __________________ Fax: _____________________________________________

Please return this signed form to:
Student Accessibility Services
Assumption College
500 Salisbury Street
Fax: (508)767-7139
Phone: (508)767-7500