

## Injured Student Athlete Documentation Instructions

Updated December, 2015

An injured student athlete whose symptoms are anticipated to persist more than two weeks may receive temporary classroom and/or housing accommodations.

Students may be referred to Accessibility Services by Health Services or an athletics head trainer.

### The documentation process is as follows:

- **An athletics head trainer** will email a completed Accessibility Services Athletics Injury Report to [counseling@westga.edu](mailto:counseling@westga.edu). The subject line should indicate that the email includes an injury report for a student athlete. The email should include the student's full name and 917#.
- **The student** is responsible for setting up an appointment with Accessibility Services by calling 678-839-6428 or emailing [counseling@westga.edu](mailto:counseling@westga.edu). The student should identify him or herself as an injured student athlete when making the appointment. During the appointment appropriate accommodations, and the process for using the accommodations, will be discussed. The amount of time the accommodations will be in place will also be determined.

**PLEASE NOTE: Students who do not meet with an Accessibility Services Counselor will not receive accommodations.**

- **The Accessibility Services Counselor** will request that the Student Accommodation Report (SAR) be emailed to the student, as well as to the student's instructors and the athletics head trainer who provided the documentation. The student will be copied on all emails sent to others regarding the SAR.

**PLEASE NOTE: Students are responsible for meeting with each instructor to discuss the accommodations once the SAR has been emailed.**

- If the student's symptoms persist beyond six months, and they wish to receive accommodations, the student must follow the documentation guidelines appropriate for the injury/disability. Students should visit the website at [www.westga.edu/accessibility](http://www.westga.edu/accessibility) for more information.