



Injured Student Athlete Documentation Instructions

Updated March 2024

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 the Office of Accessibility and Testing Services by Health Services or an athletics head trainer.

The documentation process is as follows:

- **An athletics head trainer** will email a completed Accessibility and Testing Services Athletics Injury Report to accessibility-services@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 the Office of Accessibility and Testing Services by calling 678-839-2328 or emailing accessibility-services@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 and Testing Services Specialist will not receive accommodations.**
- **The Accessibility and Testing Services Specialist** will email the Student Accommodation Report (SAR) to the student, and the student will email it to their instructors and the athletics head trainer who provided the documentation after the appointment has concluded. If the student cannot email the above recipients due to injury, the student should let the Accessibility and Testing Specialist know and it will be done on their behalf. **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 their injury/disability. Students should visit Accessibility and Testing website at www.westga.edu/accessibility-testing/ for more information.