

Laurie Ross-Brennan and Associates

4811 E Hardware Drive, N.E., Suite 1 Albuquerque, New Mexico 87109 (505) 268-5933

To Whom It May Concern:

For prospective or current Speech-Language Pathology students, who wish to come to the Laurie Ross-Brennan and Associates office to gain observation hours, please have them follow the directions below.

Students are asked to please email Lisa Garcia directly at <u>lgarcia@abqspeech.com</u> with the subject line "New Student Observer: Observation Hours". In the email students should include their name, specific date(s) and time(s) that they are available to come to the office. Each request should be submitted at least one week before desired observation date.

Once submitted, a therapist from Laurie Ross-Brennan and Associates will contact the student via email to confirm date and time. If this has not occurred within one week of submitted email, please have the student follow up with a phone call to Lisa Garcia at (505) 268-5933.

Students should arrive 10-15 minutes prior to their observation appointment in order to fill out and submit required HIPAA compliance forms. Forms are available at the front desk in the office.

Thank you

Sincerely

Laurie Ross-Brennan