

Instructions for requesting a copy of the Observation Tracking Form:

1. Contact the Program Coordinator by writing to:

Mr. Whitley
Program Coordinator
Department of Communication Sciences and Disorders
University of Houston
100 CRS
Houston, TX 77201-6018

Emails or phone calls (unless to arrange a meeting with Dr. Maher) will not be honored.

2. Enclose a check made payable to the University of Houston with your request. There is a \$10 fee per copy.
3. Enclose the request form.
4. Allow 2 weeks for processing and delivery.
5. Sample Request:

Dear Program Coordinator,

I am applying to the State Board of Examiners for Speech-Language Pathology and Audiology for a _____ license. I require a copy of my clinical observation hours (observation tracking) form from the fall/spring/summer semester, 20__.

Enclosed is a check and the request form. I understand it will take 2 weeks to process my request. Please mail the form to: (write your address).

Thank you,

Student

Observation Tracking Form Request

Please complete the following information, sign the form and mail to **UH, COMD Program Coordinator, Tom Whitley, 100 CRS, Houston, TX 77204-6018**. There is a \$10.00 fee per copy of Observation Tracking Form. Enclose a check made payable to the University of Houston with your request. Allow 2 weeks for processing.

Date:	Peoplesoft or UH ID Number:
Name:	
<small>LAST</small>	<small>FIRST</small>
Other names used while in attendance:	
<small>LAST</small>	<small>FIRST</small>
Telephone:	Email:
Address:	
<small>STREET</small>	<small>CITY, STATE, ZIP</small>
Address for the form to be mailed:	
<small>STREET</small>	<small>CITY, STATE, ZIP</small>
Status:	Semester & Year of COMD 4489 (Clinical Procedures):
<small>UNDERGRADUATE POST-BACCALAUREATE</small>	<small>FALL/SPRING/SUMMER 20__</small>
Expected Employer:	Semester & Year of Graduation:
	<small>FALL/SPRING/SUMMER 20__</small>
Number of copies of Observation Tracking Form requested:	Signature:

FOR OFFICE USE ONLY		
Check #: _____	Amount: _____	Processed by: _____