

Letter to Parent

Dear Parent or Caregiver,

Today I participated in my S.O.S.TM Student Organizational Skills class. I learned that in middle school, I will have many Long Term Projects. I need to take control of Long Term Projects right away. It is important not to _____!

Here is how I will take control of a Long Term Project as soon as it is assigned to me. I will...

1. Mark the _____ in my planner.
2. _____ the days until the project is due.
3. Read and _____ the project directions or rubric.
4. Make a _____ n' _____ Plan or a _____ n' _____ Plan.
5. Make a _____ List and put project materials (research, drafts, etc.) in a Project _____.
6. Get working according to my plan.

I am working hard to improve my work management and organizational skills.

For homework this week I will read pages 148 through 156 of *The Middle School Student's Guide to Ruling the World!* I will complete the Level One Challenge on page 153 and the Level Three Challenge on page 157.

Thank you for all you do for me every day!

Sincerely,
