

## Letter to Parent

Dear Parent or Caregiver,

Today in my S.O.S.<sup>™</sup> (Student Organizational Skills) class, I learned that having an organized binder will help me file, find, retrieve and store papers and information quickly!

Here's how to organize my binder to be Goof-Proof:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I am working hard to improve my work management and organizational skills. You can help by getting me these supplies: 6–7 plastic subject dividers, 25–30 top-loading sheet protectors, wide ruled binder paper and six (3-hole punched) 2-pocket (poly-pocket) folders. I am going follow the directions on pages 28 and 29 of *The Middle School Student's Guide to Ruling the World!* and organize my binder to be Goof-Proof!

For homework this week, I will read pages 30 and 31, and complete the exercise on pages 32 and 37 of *The Middle School Student's Guide to Ruling the World!* I will also read pages 36 through 46 to prepare for next week's S.O.S. class.

Thank you for all you do for me every day!

Sincerely,

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