

## Letter to Parent

Dear Parent or Caregiver,

Today I participated in my S.O.S.<sup>TM</sup> 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 habits, time 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,

\_\_\_\_\_