

Letter to Parent

Dear Parent or Caregiver,

Today in my S.O.S.[™] (Student Organizational Skills) class, I learned how to use my planner to help me keep track of my schedule. I learned that there are three schedules I need to keep track of in my planner. They are:

1. _____
2. _____
3. _____

I learned that by using abbreviations and bullet points, I can write more efficiently in my planner. I am working hard to learn to manage my time and organize my school work. You can help me by encouraging me to use my planner every day, and by letting me know in advance about matters that affect my personal schedule, such as doctor's appointments or family obligations, so I can enter them in my planner. I will share my schedule with you.

For homework this week, I will complete the exercise on page 47 of *The Middle School Student's Guide to Ruling the World!* (if not completed in class) and check my answers. I will use my planner every day. I will also read pages 50 through 59 to prepare for next week's S.O.S. class.

Thank you for helping me to learn good work habits, time management and organizational skills.

Sincerely,
