

Letter to Parent

Dear Parent or Caregiver,

Today in my S.O.S.[™] (Student Organizational Skills) class, I learned that good note-taking skills begin with good _____ skills.

There are two kinds of information I need to listen for in class:

1. "TO KNOW" information is information about

2. "TO DO" information is information about

TO DO and TO KNOW information are both important to my success in middle school. In class, I will listen for, and take notes on both! I also learned that in a grade averaging system, small organizational errors can have a big impact on my final grade. Due dates, deadlines and directions are important!

For homework this week, I will read pages 82 through 87 of *The Middle School Student's Guide to Ruling the World!* I will also design a note form that supports my personal note-taking needs.

Thank you for all you do for me every day!

Sincerely,
