

Dear Parents,

I have attached a checklist and due dates for all parts of the Library Research Report. Do not let this assignment overwhelm you. Please look back at the packet that I sent home last week and read over the pages in unit twelve. It gives specific details and examples on how to complete each part. When the due dates begin and we are working in the class, I will work individually with the students. This is going to be a joint effort. Your child will complete some in class, as well, as at home. We may not all be on the same assignment.

You are more than welcome to work ahead on this report. Each family is different and has a lot of things going on at home. If you wait until the last minute to work on an assignment or get your sources, you may be rushed, which, in turn, this may add extra stress on each other. I know that some of you are already ahead of schedule which is great. I told my class that if they completed the report early they get to use the class time to do whatever they please. They were very excited about this idea.

When the report is due, there is a certain way that it needs to be in the folder.

EVERY SHEET NEEDS TO BE IN A PLASTIC FOLDER

1. the rough draft is in the right/back pocket of the folder
2. list of Encyclopedia details
3. preliminary outline in plastic folder
4. the rest of the items should be in the order listed on page 243
5. each page should be in a plastic sleeve
6. the note cards and bibliography cards should be in the SAME plastic sleeve and needs to be the last plastic sleeve in the folder

**I WILL GRADE THE REPORTS AS THEY ARE TURNED IN.
DUE TUESDAY, MAY 21**

Thank you,
Mrs. Swafford