

Jan. 18, 2008

IMPORTANT MEMO for all 10th grade students

From: Mrs. Otter, Personal Project Coordinator

Dear Students:

Personal Project due date of March 4th will be here before you know it! At this point in time you should nearing completion of your project “product” and ready to start work on your Written Statement. In the next 2 weeks your Advisors will remind you about the structure of the Written Statement, and Ms. Pan will also support this effort in your English class.

In order to make sure you are on track to complete your Personal Project requirement on time, your advisory teachers will check your completion status. From Jan. 22-Jan. 30 your advisors will ask to see proof of project work, and they will record this proof on a document that will be sent to Mrs. King, your house leader. Students who do not have the required evidence of work by Jan. 30 will be assigned a mandatory four- hour Saturday School scheduled for Feb. 2.

The items your Advisor will check are:

1. Your **written goal statement** in which you share
 - your project topic
 - your goal and purpose
 - the AOI/s around which your project centers
 - your proposed plan or timeline for completing the work
2. **Physical evidence of project work completion or work in progress**
 - You will bring in a component of your project OR you may bring the entire completed project **if that is feasible**
 - If your project is too big or cumbersome to bring in, then you will show your advisor photographs of work in progress.
 - Likewise, if your project was a community service event, etc. photos will be fine to show as proof.
3. **Evidence of entire or partial Written Statement.**
 - It is not mandatory that you show your Written Statement progress at this time; however, be aware that you will need to start showing weekly progress on your statement the week of Feb. 4th.

Your cooperation allows us to help you. Please have your parent sign below indicating that he or she has read this memo. Return the signed slip to your Advisor.

-----Sign and return-----Sign and return-----Sign and return-----

Personal Project Memo dated Jan. 18, 2008

I have read the memo and understand that my student needs to bring his or her Advisor proof of Personal Project work. I further understand that my student will be assigned a special Saturday School if progress is not shown by Jan. 30th.

Full Name of Student (print)

Parent signature

Parent contact number