

Date _____

Dear Parent/Guardian:

The schedule and guidelines for the Holocaust Research Paper are attached. It is imperative that you are aware of the guidelines and deadlines for this extensive project. In order for your child to be successful, he/she must anticipate and prepare for the deadlines. **If the student is absent, he/she will still need to adhere to the deadlines since he/she has had them well in advance. Please make arrangements to deliver your child's work to school in the event of an absence during a due date.**

Major points you should note:

-meeting deadlines is of an extreme importance (see attached schedule)

-guidelines are provided for each component of the research paper (attached)

-all work must be **TYPED** (Computers at school are available from _____ through _____, Monday - Friday)

-The research paper format needs to follow the Modern Language Association of America (MLA) writing guidelines which are found in *The Little, Brown Guide to Writing Research Papers* by Michael Meyer. It is beneficial for the student to own a copy so they may highlight, make notes, etc. for future reference. Later editions are available at most bookstores.

-The late work policy is:

It is imperative that each requirement of the research paper be completed. The student will still be required to turn in each component, even if the student is absent the day it was due.

-The research paper process will be approximately _____ of the student's final grade for the semester.

This project is invaluable to your child's success in future high school upper-level courses and college courses. Please feel free to contact me if you have any questions, comments, or concerns. Return the **signed** bottom portion of this sheet with your child by _____.

Thank you for your support.

Teacher's name

voice-mail:

e-mail:

(Please detach and send back the bottom portion)

I have read the guidelines and reviewed the schedule with my child.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

