

<DATE>

Dear Parent,

Beginning on the week of <DATE> through <DATE> your son or daughter will be participating in an "Inquiry Based Research Project." This project is going to include many aspects including research, writing, reflecting, and speaking. I feel that our students can benefit greatly from a project of this nature.

This project begins with a research stage that will include learning research skills such as skimming, taking notes, and finding credible resources. There will also be a written component that will compile all of the students' findings. Students will learn how to create a bibliography. The final oral component will be announced to the students after completion of the written component.

Because the students will be participating in this project for the entire month of <MONTH>, the only grades from the six weeks will be from different stages of this project, including the final product. Students will be expected to be organized, present and hard working throughout the entire process. Although the majority of this project will be completed at school in the Instructional Media Center or the classroom, there will be times in which they will be expected to do work at home after school and on the weekends. The students are aware of the weight this project has on their grade and are expected to sign the attached the contract after having read it in entirety. I would appreciate it if you could sign the contract as well therefore I know you are aware of what your son or daughter's grade will be based on this last six weeks.

If you have any questions or concerns please feel free to contact me by phone at <PHONE> or through email at <EMAIL ADDRESS>. You can also find more information on the project your child will be working on at the following website:  
<http://pmms.msdp.k12.in.us/imc/Inquiry/index.htm>

Sincerely,

<NAME>  
<SCHOOL>