

Below is a sample "Weekly Update". This is an organizational tool for students to report progress each week.

Assignment title:

Name _____

Topic _____

Date Due _____

Parent Signature _____

Resources:

I have found the following biography or autobiography: Search for Books online

Other resources I have already found (could include):

- Computer resources:

EBSCO

World Book Online (from home passwords are needed)

Internet through KidsClick

- Multimedia: _____
- Books: _____
- Other: _____

(You may attach your Citation Work Sheet to show specific resources.)

- I have been to the following libraries this week: _____
- I have begun to take notes in my biography packet (or other approved graphic organizer.) yes _____ no _____

Letters (letter requirements and format):

- I have found the addresses for these people/places:
- I have drafted _____ letters of inquiry.
- I have completed _____ letters of inquiry.

Please attach a copy.

General information:

Share anything else here that you have worked on toward your project that you'd like me to know:

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Planning:

What do you plan to accomplish next week?

Questions you and/or your parents might have for me:
