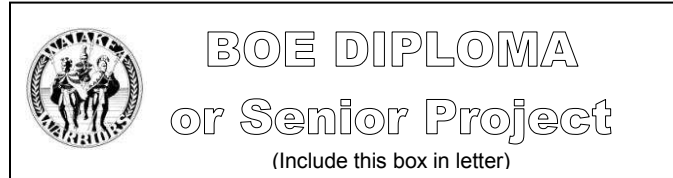


(Use 1" margins for this letter.)
(Use 12 point Arial font, single-spacing, block format.)



Your full name
123 Street Address
City, Hawaii Zip
Student Phone #
October 1, 2011 (Double space)

Senior Project Committee
Waiakea High School
155 West Kawili Street
Hilo, Hawaii 96720 (Double space)

Dear Senior Project Committee: (Double space)

Paragraph 1: (A) State your intention to pursue a Board of Education Diploma and/or Senior Project Credit. (B) State your intention to complete the Senior Project and adhere to all BOE and/or Senior Project requirements, due dates, and guidelines. (No indention - Double Space between paragraphs)

Paragraph 2: (A) Describe the area of your career interest (i.e. banking, engineering, photography, medicine, construction, etc.), and why you chose or are interested in this area. (B) Explain what you already know or have accomplished in this area.

Paragraph 3: (A) Describe the *general* focus of your research paper, the ideas you wish to explore, and what you hope to learn. (B) Explain how the research process and the paper topic will be a learning stretch. (In other words, how will this paper present a challenge intellectually and/or emotionally?)

Paragraph 4: (A) Use a transitional sentence to show the relationship between your research paper topic and your proposed project. (Remember to state whether you are doing an internship, service learning project, or performance-based or research-based product.) (B) Explain what your goals are for your project. (C) Discuss a general time-line for completion, materials, costs, travel, and anything else that might be relevant.

Paragraph 5: This paragraph should be typed verbatim into your letter.

I understand that honesty and integrity are highly valued elements of the Hawaii Department of Education and Waiakea High school. As stated and defined in the Waiakea High School Proactive Discipline Plan and Attendance Policy 2010-2011, "Plagiarism and cheating violate the School-Wide Behavior Expectations of Waiakea High School in that a student 'fails to demonstrate citizenship' and 'respect for oneself and the rights and property of others.'" As such, I will not plagiarize, forge or cheat on any of the four components of Senior Project, paper, project, portfolio, or presentation. I further understand that if I decide to plagiarize, forge or cheat on any of the four components of Senior Project, I will be denied the BOE Recognition diploma, receive no credit hour for my senior project, and may face additional disciplinary consequences. (QS)

(Instead of usual signature line, include the following and triple space after each line.)

Student _____ Date _____

Parent _____ Date _____

BEST, Health, PSA, STAR Academy Advisor (Type which one)

Academy Advisor _____ Date _____

**If your paper goes to a second page, second page should include at top:

Senior Project Committee

Date

Page 2 (DS)