(This form must be submitted weekly if information is to be repeated.)

**Please Announce the Following Event/Information**

**In the: On the Following Days: (Write numerical date next to day!)**

 [ ] Morning [ ]  Monday\_\_\_\_\_\_\_\_ [ ]  Wednesday\_\_\_\_\_\_

 [ ]  Afternoon [ ]  Tuesday [ ]  Thursday [ ]  Friday

**Announce as follows: (Please type in the text box below)**

**Location of event if applicable Date(s) of Event Start – End Time**

**Refer all questions to (Please Print) Administrator Signature**

 **(Required for student announcements ONLY)**

**Submitter’s Name**

**Submitter’s Room Number**

**If this form is not completed in its entirety it will be discarded!!! Thank you! Student announcements must be signed by the teacher approving the announcement, and an administrator. Please plan your announcements in advance! Thank you!**