Please keep the following in mind when submitting an announcement through the online form:

1. Announcements submitted through the form automatically appear online, so please...
   a. check your grammar and spelling
   b. do not use ALL CAPS
2. You may request that the announcement be read during morning news or afternoon announcements, but should **limit requests for announcements that you would like read** according to the following guidelines:
   a. keep announcements short and within 5 days of the event
   b. indicate key specific dates and AM or PM for the preferred times to have your announcement read; however, to protect instructional time, announcements that are read may be limited to those applying to this afternoon and tomorrow
3. Leigh Anne Kuhn will...
   a. **boldface announcements that will read each afternoon**
   b. remove outdated announcements from the online database, please contact her if you need an announcement removed sooner than originally scheduled
4. The **WheelerLibrary.com link to this document** only works on campus or through the VPN; however, if you send a copy of this document to your home computer, you will be able to submit announcements while off campus

**Link to Form for Submitting Announcements**
https://spreadsheets0.google.com/viewform?hl=en&formkey=dGdWMS0xNTJqT1VCS2Y1LuozYVdNR1E5MQ#gid=0
This link is only for Wheeler High School faculty and staff.

**View Announcements**
https://docs.google.com/spreadsheets/d/1AFG8S2fwb8XOqgpljV41PcoXQnKxi2aa5n2wC8m47W4/edit#gid=0
Announcements are available to the Wheeler community under the Quick Links section on the left side of WheelerHigh.com.