

Wheeler High School Announcements

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 - b. remove outdated announcements from the online database, please contact her if you need an announcement removed sooner than originally scheduled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=dGdWMS0xNTJqT1VCS2Y1LUozYVdNR1E6MQ#gid=0>
This link is only for Wheeler High School faculty and staff.

Staff Use Only!

Announcements automatically appear online.

[View Announcements](#)

<https://spreadsheets.google.com/pub?key=0AjhgOKa5Thi1dGdWMS0xNTJqT1VCS2Y1LUozYVdNR1E&hl=en&single=true&gid=0&range=D1%3AE40&output=html>
Announcements are available to the Wheeler community under the Quick Links section on the left side of [WheelerHigh.com](#).