

# Wheeler High School Announcements

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**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  - b. remove outdated announcements from the online database, please contact her if you need an announcement removed sooner than originally scheduled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://docs.google.com/spreadsheets/d/1AFGBS2fwbBXOgpl2V41PCOXQnKxi2aa5n2wCBn47W4/edit#gid=0>

**Announcements are available to the Wheeler community under the Quick Links section on the left side of [WheelerHigh.com](http://WheelerHigh.com).**