

**Request for Oral Morning/Afternoon Announcement – School-wide**

Date: \_\_\_\_\_ Please circle: Morning / Afternoon

Announcement:

---

---

---

---

---

Requested by: \_\_\_\_\_

Employee Moderator Signature: \_\_\_\_\_

**Request for Oral Morning/Afternoon Announcement – School-wide**

Date: \_\_\_\_\_ Please circle: Morning / Afternoon

Announcement:

---

---

---

---

---

Requested by: \_\_\_\_\_

Employee Moderator Signature: \_\_\_\_\_