Leesville High School
Daily Announcement Request

Instructions: The following procedures will be used in making LHS announcements:

1. Announcements will be made in the morning and at 3:05 in the afternoon.

2. Announcements will be placed in the basket in the main office.

3. In order for the announcement to be made that morning, it must be placed in the announcement basket in the main office by 7:45 A.M.

4. Morning announcements will not be made unless they are completed on this sheet.

Date: _____

Teacher's Signature: _____

Date(s) to be announced: _____ ☐ A.M. ☐ P.M.

Announcement: _____

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