



Good Morning Carson,

If you have an announcement that you need read in the morning, this email is for you! Please review the announcement guidelines below to help the morning announcements be as error free as possible.

#### Email Guidelines:

1. Type your morning announcement exactly as you want it read - I do not edit announcements. Enclosing the text of your announcement in quotes is not necessary.
  - **Please try to limit the length of your announcement. Shorter announcements will help us to get to first period on time.**
  - If you have an announcement that will run for more than one day, please write out a detailed initial announcement to be read the first couple of times. Follow up with an additional “short version” announcement with just the important points to be read on subsequent days.
  - For hard to pronounce words – especially names: Consider adding a pronunciation after challenging words. This will help our announcers to more accurately read your announcements.
  - Regarding announcements for individual classes: If you have a need to make an announcement to your students about required materials or homework that you were unable to make in class - no problem - your announcement will be read. If possible, please make all classroom related announcements to your individual classes before your students leave your room.
2. Email the announcement to Barb Gaertner **no later than 7:50 AM.**
  - Announcements emailed later than this may not be included in the morning announcements.
3. Type **Announcement** in the subject box.
  - This is very important – in the mornings my first priority is to prepare the announcements and I only look at emails that have **Announcement** in the subject box.
4. At the top of every announcement please include the **date(s)** that the announcement is to be read.
  - Announcements without dates will only be read on the day that they were received.

#### Handwritten Announcements

In the instance that you submit a hand written announcement, please turn it in to me in room 235 by 7:50 AM. If I am not there please put your announcement on my chair or slide it under the door if the room is locked. Please PRINT your announcement **neatly**. Handwritten announcements will not be included in the email to staff or be posted online.

I will email the announcements to staff and post them online by 8:00 each morning.

Thank You  
Barb Gaertner