

Announcement Form

Submitted By: _____ Date: _____

Announcement Start Date: _____ Announcement End Date: _____

Daily Announcements Webpage Channel 100 Facebook Sign Out Front District Calendar

Please write a brief description:

To submit your announcement:

1. Click on the picture of the stamped envelope at the top left tool bar (next to the print and save icons)
2. Select Send Copy
3. Email to bcooley@montpelier-k12.org