

**TEACHERS & STUDENTS...**

Please include brief statements below about the message you wish to have shared during the SKMS Weekly News Program.

**Please be as descriptive as possible, yet brief.... such as...**

*“Congratulations to the Technology Education program for their hard work and dedication during the most recent morning announcement program. Job well done!” – Submitted by Mr. Herlan, Technology Education*



**TECHNOLOGY EDUCATION SKMS WEEKLY NEWS**  
**ANNOUNCEMENT FORM:**

Please **CLEARLY PRINT** your **MESSAGE** information below.

*If the information written below is not easily understood, then this information will not be presented.*

**SUBMITTED BY:**

**DAY/DATE(s) TO BE AIRED:**

Your  
Name:

Mon[\_] Tues[\_] Wed[\_] Thur[\_] Fri[\_]  
\_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_

**MESSAGE TO BE AIRED:**

**IF SUBMITTED BY A STUDENT, THEN TEACHER/ADMINISTRATIVE APPROVAL BELOW:**

Teacher Approval.....: \_\_\_\_\_ Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Admin. Approval.....: \_\_\_\_\_ Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

**IF SENDING GRAPHICS, OR VIDEO, PLEASE EXPLAIN:**

*(Must be received AT LEAST 1 day prior to air date noted above.)*

**IF BEING PRESENTED BY YOURSELF or other STAFF, LIST NAMES below.**

*(Must be in the Tech Ed Modular Lab, Room M172 by 7:50am on date(s) to be aired.)*