



Date: _____

**CRENSHAW HIGH SCHOOL
NOTICE FOR P.A. ANNOUNCEMENTS**

1. Public Address announcements will be made on **MONDAY, WEDNESDAY** and **FRIDAY'S** ONLY.
2. Do write your announcements clearly and make sure that it is no longer than **fifty seconds**.
3. Students and teachers who read the announcements are to **be in the conference room at 9:00 a.m.** on the day that the notice is to be read. No one will be admitted once the announcement begins. **DO NOT** knock on the door.
4. Notices are due in the Assistant Principals' Office no later than **4:00 p.m. on the day before**.
5. Special announcements must have the consent of the Principal.

PLEASE PRINT

DATE NOTICE IS TO BE READ

PLEASE READ FOR ME

WILL SEND A STUDENT TO READ *

*** If a student reads the announcement, the sponsor must write a pass.**

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HEADING:

(A SIMPLE STATEMENT, fact or idea to catch the listener's attention.)

Print name of Faculty Member

Signature of Faculty Member