



Guidelines for Publication

The Kang Crier is a publication of the Lake Washington High School PTSA.

Mission

To keep Lake Washington High School parents informed about news and activities of the PTSA, school and district.

Guidelines

1. Submissions must directly relate to LW students, and/or Lake Washington High School, Lake Washington School District, or LWHS/Council PTSA in order to be considered for publication.
2. Advertising is not accepted.
3. Political positioning is not accepted unless voted and approved by LWHS PTSA Board of Directors and/or Membership.
4. Submissions from outside organizations must be distributed through the LWSD Peachjar system. See the Peachjar section on the next page.
5. School groups or PTSA that wish to communicate with multiple schools may use the [LWSD Peachjar system](#).

Submission Notes

- E-mail the completed article and any graphics, photos or documents to be included, if applicable, to kangcrier@lwhsptsa.org.
- Before sending the content, fact check and verify all information is included:
 - Which classes are involved?
 - Event/Topic Subject?
 - Location?
 - Date and time?
 - Purpose?
 - How to register/get tickets/find more info
- Content must be received by submission deadline.
- All submissions are subject to further editing.

Peachjar

Peachjar is the Lake Washington School District tool offered for PTSA's, school groups and outside not for profits wishing to send information electronically to families at any of the schools. For more information and submittal process, go to <https://www.lwsd.org/util-community/advertising-in-lwsd>.