

# Adult Learning Centre - Announcement Review Request

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Prepare a factual operating announcement for a responsible reviewer before publication. Setting: Adult Learning Centre.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Announcement Review Request

### Announcement topic and intended audience \*

Example answer

### Proposed text and facts to verify \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Channel, timing and requested audience action \*

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

### Reviewer questions or unresolved details

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Adult Learning Centre

### Learning session and classroom reference \*

REF-2026-0147

### Teaching pack, exercise set or shared device involved \*

Example answer

### Reading format, room setup or facilitator coordination needs

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Ownership and follow-up

### Team or role responsible for the next action

Program coordinator

### Target follow-up date

November 14, 2026

### Current state of this record \*

Open for review

### Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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