



July 1, 2020

Welcome to Everett Public Schools. I hope the very best for you and a wonderful new school year!

You will have many "new systems” to learn in the coming months, I am here help with that learning curve!

As the System Support Analyst in Human Resources I can assist with each of the software systems on the next page. These systems have training and direction available in Docushare. I have provided the links on the next page.

I am excited to meet with you and review the HR systems with you and provide training at your convenience. Please schedule some time in Outlook with me and include any of your team, possibly your office manager if it makes sense to how your building/department responsibilities are set up for the absence management and professional development systems.

Again, thank you for your time and attention looking through the training for our HR systems. I look forward to meeting with you soon.

Sincerely,

Ingrid Stafford

System Support Analyst 425-385-4114

 istafford@everettsd.org