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MEMORANDUM

Date: October 16, 2018
To: Assistant Superintendents, Department and Program Managers,
Administrative Assistants
From: Lisa Anderson *YAAA*
RE: Escape Trainings

Our organization has been using Escape for nine months and Fiscal Services is encouraged to see users learning the software. We are now offering classes for those that would like a refresher or for new employees that need to learn the software. Please distribute to your staff, as appropriate.

Several sessions are offered for your convenience:

11/15	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-159238
1/22	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-159240
3/12	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-159383
8/13	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-159244

Topics include running reports, exporting data to Excel, how to read budget reports, scheduling reports, navigation, purchase orders, etc.

An inventory session will also be offered on:

1/24	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-159246
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Inventory Agents should attend the January class in order to understand what needs to be completed for their program inventory in the Escape software. Each program is expected to be ready for the next inventory day in the spring of 2019.

As a reminder, if you need any assistance with logins, email ss@bcoe.org. If you need Escape installed on your computer(s), email its@bcoe.org.

Contact me at 530-532-5617 or landerso@bcoe.org should you have any questions.

rj
FS-1819-016

cc: Tim Taylor, Butte County Superintendent
Mary Sakuma, Butte County Deputy Superintendent

"WHERE STUDENTS COME FIRST"