

PLEASE COPY AND PASTE INTO YOUR OWN DOCUMENT

Dear Staff Member,

We are excited to inform you that we are adopting a new system named Forms & Flows (*formerly Operoo*) that will help us to go paperless!

Forms & Flows (*formerly Operoo*) makes it easy for you to respond to staff forms such as your time off requests or any other forms the school needs to collect from you.

The system also allows you to view or create permission forms, have them sent home electronically, and, since Forms & Flows (*formerly Operoo*) automatically reminds parents that they have forms outstanding - you don't have to! Not only that, but you can also use Behavioral Logs or Incident reports, send messages to families or take attendance while on a field trip, and more all from your phone or tablet.

You don't need to do anything until you receive an email invitation asking you to register your Forms & Flows (*formerly Operoo*) account.

Once you register your Forms & Flows (*formerly Operoo*) account, you can become a Forms & Flows (*formerly Operoo*) Expert by going through this brief Training Series: [Forms & Flows \(*formerly Operoo*\) Staff Training Series](#). In less than 15 minutes, you will learn how Forms & Flows (*formerly Operoo*) can reduce the amount of time you spend on form collection and get back to your work as an educator.

Please feel free to contact me if you have any questions. You can also visit the Forms & Flows (*formerly Operoo*) website for more information: <https://www.operoo.com/>

Best regards,

<Name>

<Title>