Arbor MIS Migration timetable

Arbor Primary		
	Week	**Action required**
Kick off (Week 1)	**Week 1**	
School to watch kick-off video recording from Arbor to commence Data Migration.	Week 1	✓
School to book and begin taking one hour Arbor training book here. *(Ensure training is within 8-week migration to avoid charges)*	Week 1	✓
School to contact 3rd Party Applications. Arrange migration of 3rd party Apps ready for week 5 of migration.	Week 1	✓
Checking and Cleansing Data (Week 2)	Week 2	
Schools to complete pre-migration data counts and cleanses, see separate instructions for this sent by Arbor.	Start asap	✓
Ensure School's Arbor Champion has the appropriate staff contract active in current MIS as access to Arbor system is governed by this.	Week 2	✓
Set up (Week 3)	Week 3	
Arbor will email schools secure upload portal. Email will include username, password, instructions and the URL.	Week 3	✓
Data Back-ups (Week 4)	Week 4	
Schools to stop using previous MIS after PM registers have been recorded.	Week 4	✓
Schools to record their MIS information, attendance etc. and other changes manually until their Arbor system is live.	Week 4	✓

Go-live (Week 5)	Week 5	Action required
Schools to continue to record their MIS information, attendance etc. and other changes manually until they receive confirmation that their Arbor system is live.	Week 5	✓
Once you have received confirmation that the Arbor system is live, please follow the steps below.		
Arbor Champion to check they can log in successfully and distribute access to all other staff members. If staff contracts are not held/up to date in previous MIS, you may need to assign or amend business roles to staff members to enable access.	Week 5	✓
Schools check migrated data	Week 5	✓
Schools check that the staff member's Next of Kin details have not come across as Unlinked Guardians.	Week 5	✓
Schools check registers are set up and ready to take	Week 5	✓
Start taking attendance in Arbor (As a teacher and a school Administrator)	Week 5	✓
Schools to approve 3rd party applications	Week 5	✓
If migrating from ScholarPack: Schools to add Doctor's surgeries and assign children accordingly.	Week 5	✓
Data Migration report (Week 6)	**Week 6**	
Sign off Data Migration report, if certain all information is correct	Week 6	✓
Staff Check in/Training/Arbor Modules (Week 7)	**Week 7**	
Set up any additional modules in Arbor	Week 7	✓
Attend any additional training	Week 7	✓
Migration complete (Week 8)	**Week 8**	
Arbor migration completed	Week 8	✓