

Arbor MIS Migration timetable

Arbor Primary	
Kick off (Week 1)	Action required
Watch kick-off video recording provided by Arbor.	✓
Download your Data Cleansing and Counts Pack provided by Arbor and begin data cleansing.	✓
Book Your Training Sessions. Training is available free of charge during your eight-week migration period. Sessions can be booked via: Booking - Schools ICT . Please note these sessions are demonstration-based rather than hands-on workshops.	✓
Start to contact any third-party applications you plan to use alongside Arbor and let them know that you are changing MIS.	✓
Training, Checking and Cleansing Data (Week 2)	
Continue to contact third-party applications.	✓
Continue with data cleansing and counts following the instructions in your Data Cleansing and Counts Pack provided by Arbor.	✓
Continue to book and begin taking one hour Arbor training.	✓
Ensure your Arbor Champion has the appropriate staff contract active in current MIS as access to Arbor system is governed by this.	✓
Readiness for Go Live (Week 3)	
Complete Data Cleansing.	✓
Ensure staff are maximising their training sessions.	✓
Share the Teacher Essentials training videos with any teachers who will be logging in and taking attendance on your Go Live date. Getting Started with Arbor: Teacher Essentials Training	✓
Before your scheduled migration slot, you should have received two emails from Arbor with instructions for accessing the Secure Upload Portal. Once logged in, please ensure that the Terms & Conditions have been accepted. This gives Arbor the necessary permissions to access and migrate your data.	✓



Migration Week (Week 4)	
Staff have completed their relevant Arbor training in preparation to use the system from day one.	✓
Any third-party providers that currently integrate with your current MIS and will continue to be used with Arbor have been notified of your migration.	✓
All staff to stop using current MIS on migration day at 4PM, after this you should use paper registers for recording attendance until your new Arbor site is ready.	✓
Schools to record any other MIS changes ie new pupils, parent/carer contact details manually until their Arbor system is live.	✓
You have prepared for your data to be migrated on migration day (process dependent on current MIS system).	✓
Go-live (Week 5)	
Continue to record your MIS information, attendance etc. and other changes manually until you receive confirmation that your Arbor system is live.	✓
Please follow the steps in the Schools ICT Post-Migration Checklist.	✓
Arbor Champion to review school site release tasks on Spaces and log in to your new MIS – share the URL with any staff who will be using Arbor and ensure they bookmark it in their browser for quick access. Work through your site release tasks to ensure your site is ready for use, and your data is all correct. You may need to assign or amend business roles to staff members to enable access.	✓
Check your migrated data using your Data Cleansing and Counts pack.	✓
Check the staff member's Next of Kin details have not come across as Unlinked Guardians.	✓
Check registers are set up and ready to take.	✓
Start taking attendance in Arbor (as a Teacher and a School administrator).	✓
Approve third-party applications.	✓
Complete your Data Checks (Week 6)	
Complete Data Checking in Arbor, if certain all information is correct.	✓



Check in with staff to ensure they understand using their area of Arbor.	✓
Continue your Post Go Live Training to build confidence now that you have access.	✓
Training/Arbor Modules (Week 7)	
Set up any additional modules in Arbor.	✓
Attend any additional training.	✓
Migration complete (Week 8)	
Arbor migration completed.	✓

