Switching MIS:
The quick guide

For secondary schools

Step 1: Deciding to move

Over 9,500 schools have already chosen Arbor MIS, but why switch now?

117+
minutes saved per staff member per week

£5000
is the average amount saved by a school p.a. with Arbor

92%
agree Arbor has transformed the way they work for the better

92%
save time with Arbor compared with their previous MIS

81%
agree Arbor has improved how they use data

74%
agree Arbor has improved their working life

Make your switch *count*

Plus, SIMS has stated that schools can only complete their census in SIMS7 until summer 2026 - from then on, schools will need to switch to SIMS Next Gen. So for the first time, it's not a question of whether you need to switch MIS, it's about making that change count.

Step 2-7:
From research to contract

Step 2 - Review your systems

It's a good idea to start by listing out your current systems, including your MIS itself, and any other tools you're using alongside it for things like payments or communications. Check how much they cost, when they renew and what your notice period is (it's usually at least 90 days). To get a free system review template, just email hello@arbor-education.com

Step 3 - Initial call (15-20 minutes)

An Arbor Partnership Specialist will book a call with you to understand why you want to move MIS, what you need from the system, when you're looking to move and how you plan to procure. This allows us to make sure you get the right information at the right time through the process.

Step 4 - Deeper Discovery (20-30 minutes)

Once we understand what you need from your MIS, we'll arrange a short session to understand your school culture, educational goals and the impact you want to achieve by moving MIS. This is so that we can make sure we show you the parts of Arbor that are going to make the biggest impact at your school.

Step 5 - Demonstration (90 mins)

Once we've agreed your strategic priorities and timelines, we'll arrange a tailored demo for your SLT and key staff members. We'll show you how Arbor will help you solve your current challenges and achieve your goals.
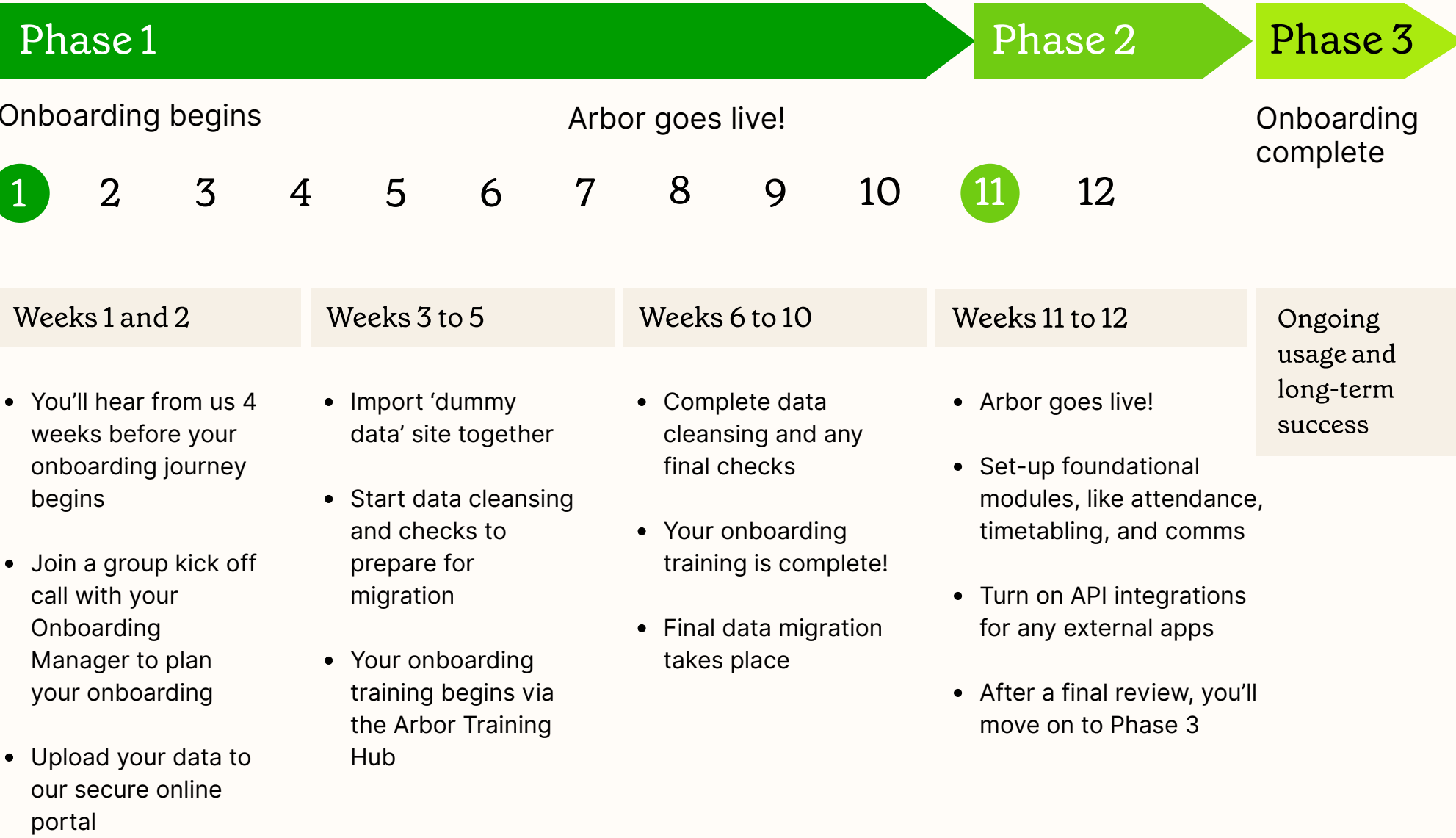
Step 6 - Deep Dives

If you're happy with the overview demo, we'll then arrange a series of deeper demos for your main stakeholders. We'll show you key areas of the system that you'd like to see in detail, such as timetabling, assessments and exams.

Step 7 - Proposal

Once you've gathered your team's feedback from the demos, we'll present our proposal including pricing, training and implementation timelines, so you have all the information you need to decide if Arbor is right for you.

Step 8+: Migration and onboarding

We know that moving MIS is one of the biggest and most complex changes your school will go through. As we've successfully migrated over 9,000 schools (more than any other cloud provider), our tried and tested migration process means your data is in the safest of hands.

Phase 1 — **Phase 2** — **Phase 3**

Onboarding begins   Arbor goes live!   Onboarding complete

① 2 3 4 5 6 7 8 9 10 **⑪** 12

Weeks 1 and 2	Weeks 3 to 5	Weeks 6 to 10	Weeks 11 to 12	Ongoing usage and long-term success
• You'll hear from us 4 weeks before your onboarding journey begins • Join a group kick off call with your Onboarding Manager to plan your onboarding • Upload your data to our secure online portal	• Import 'dummy data' site together • Start data cleansing and checks to prepare for migration • Your onboarding training begins via the Arbor Training Hub	• Complete data cleansing and any final checks • Your onboarding training is complete! • Final data migration takes place	• Arbor goes live! • Set-up foundational modules, like attendance, timetabling, and comms • Turn on API integrations for any external apps • After a final review, you'll move on to Phase 3	

Support along the way

Customer Success Team

Once you're all set up and using Arbor in your school, Zoe's team will work with you to achieve long-term goals, like increasing parental engagement, or better data reporting.

Onboarding Team

Ieva and her team of specialists are on hand throughout your onboarding journey, ready to answer any questions and make sure you're hitting the ground running.
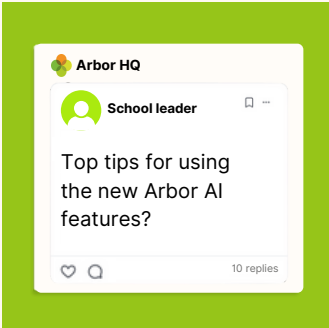
Customer Support Team

If you need quick answers to questions about the platform at any point, you can always get in touch with our support team, led by Emily.

Customer Education Team

Adam and his expert team will deliver your training to get you using Arbor like a pro in no time. We have training modules for every role in the school, to help you succeed in your role.

Resources

Our Help Centre and Arbor HQ (customer forum) are packed with thousands of resources and templates. Still not sure? Our friendly knowledge bot, Arby, is also on hand to help.

Get in touch to
find out more

E hello@arbor-education.com
W www.arbor-education.com

Arbor