




Arbor Ready for September Checklist

Here are the top 10 key things to check to make sure your site data is ready for the 1st of September.

No.	What to check	
1.	Have you had any new students added to the site? Check the details recorded on their profile - type their name into the search box and click Enter to view All results .	
2.	Have you had any new staff added to the site? Use the School > All Staff > Browse staff page to jump to their profile and check their details, such as their Business Role to make sure they're able to log in.	
3.	Check that your timetable is set up, with all your registers scheduled for the right dates. You can check by following the article on our Help Centre titled 5 ways to check you're ready for the next academic year .	
4.	Make sure that your existing students, and any new students you've added, are enrolled in all of their lessons. We recommend using our bulk enrolment page by going to Students > Enrolment > Courses > Bulk Enrolment .	
5.	Have you made any changes to your Behaviour policy? You can check your setup by going to Students > Behaviour > Setup . Top Tip: If you use Internal Exclusions or Detentions, make sure you've scheduled sessions.	
6.	If you use the Meals area of Arbor, either in Arbor directly or one of our Cashless Catering integrations, check your meals setup in School > Meals > Setup .	
7.	If you've rolled out your Parent Portal, check your settings and guardian email addresses (to prevent issues when they try to log in) by following the article on our Help Centre titled Switching on Parent Portal .	
8.	Check that payment balances are as you would expect from School > Payments > Accounts . Make sure that any accounts are verified, and check your card payment account details are correct with the right controllers/owners or representative details from School > Payments > Setup > Card Payments > Accounts for Card Payments .	
9.	For your Trip, Club and Wraparound Care setups, click into them to make sure you've added the right student groups, have sessions scheduled, prices set up for the accounting details, and they are available for parents to sign up to.	
10.	If parents have made any changes through the Parent Portal in the last 7 days, you will need to ask them to check the current recorded details (perhaps via email). They will need to submit any changes again, for you to then approve from School > Data > Data Quality Dashboard > Student Record Changes .	