




Arbor Workforce Census Checklist

No.	Before submitting your Census	
1.	Generate your Dry Run Census and resolve as many errors as possible, then generate your Census from census day.	
2.	Check our Help Centre for support with common Census errors .	
3.	Work through the Arbor Validations first. Clicking on the query or error will allow you to fill in any missing information. Fixing Arbor Validations removes a large number of the DfE Validations when you regenerate the Census.	
4.	Regenerate the Census after you have entered information completing a batch of queries/errors to remove them from your list.	
5.	Some errors will remain in your Dry Run as these relate to specific on-the-day data that can only be entered on Census Day, so don't worry if you haven't cleared them all!	
6.	On Census Day, make sure you've added your on-the-day information including QTS numbers and vacancies.	
7.	Don't Panic! You can continue working on your census up until the submission deadline - Unless told otherwise by your LA	
8.	Check all errors have been resolved	
9.	Are you able to explain all queries? You will need to provide explanations for any outstanding queries when you upload to COLLECT. You can use the DfE's COLLECT guides for help with what explanations to submit.	
10.	Have you viewed the DfE Census Summary Inspection?	
11.	Have you downloaded, printed and checked the Census Summary?	
12.	Have you submitted your census to COLLECT or your LA?	