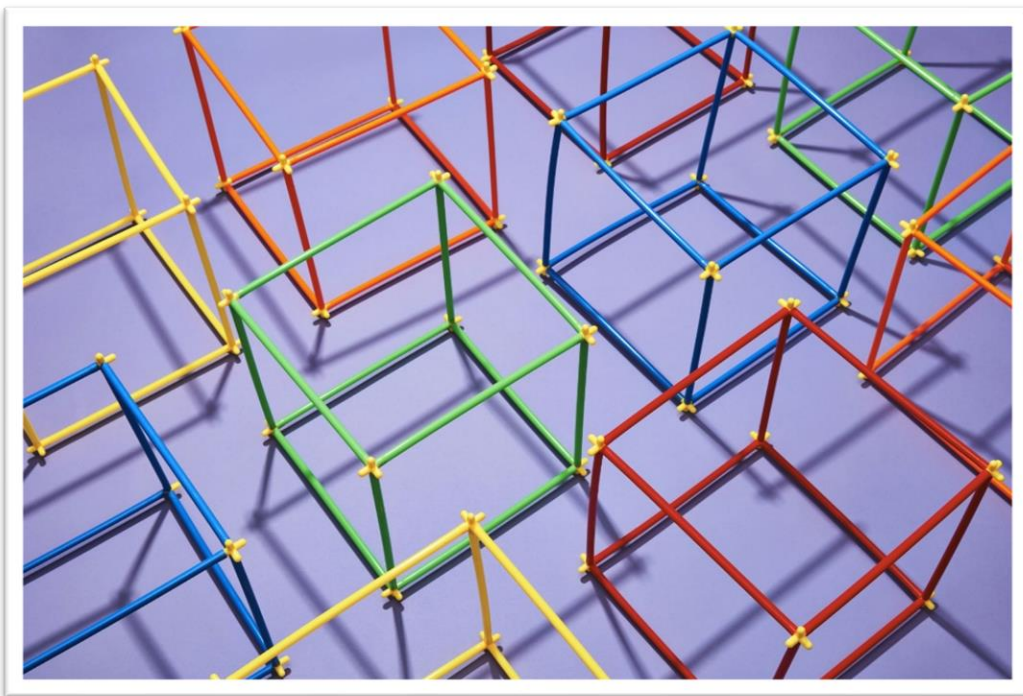


Data Migration Scope Via Self-Service (with CTF)

As a part of
Data Migration to Bromcom MIS



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Students

Import Section: Basic Details

Columns: Admission Number, UPN, FirstName, Last Name, Middle Name, Former Last Name, Preferred FirstName, Preferred Last Name, Gender, Date Of Birth, Start Date, End Date

Import Section: Addresses

Columns: Admission Number, UPN, Priority, Address Type, Country, Postcode, Town, Locality, Street, Flat Name, Building Name, Administrative Area, Notes

Import Section: Educational Funding

Columns: Admission Number, UPN, Learner Support Type, Start Date, End Date

Import Section: Emails

Columns: Admission Number, UPN, Priority, Email Type, Email Address, Notes

Import Section: Exclusions

Columns: Admission Number, UPN, DateOfIncident, ExclusionType, ExclusionReason, NumberOfSessions, StartSession, StartDate, EndDate, ReturnDate, DateOfPhoneCall, ContactRecordTime, DateofLetter, GovernorsInformed, GovernorsInformed, LEAInformed, GovCommitteeScheduledFor, ConfirmationAndAppealRecordTime, GovDecision, DateDecisionNotified, ReinstatementDate, AppealRequested, AppealDate, AppealDecision, PartTimeExclusion, Notes, AdditionalExcluisionReason1, AdditionalExclusionReason2

Import Section: Free School Meal

Columns: Admission Number, UPN, Review Date, Is Eligible for FSM, FSM Taken, Start Date, End Date

Import Section: Free School Transport

Columns: Admission Number, UPN, Review Date, Is Eligible for FST, FST Taken, Start Date, End Date

Import Section: KS5 Prior Attainment

Columns: Admission Number, UPN, Prior Attainment, Prior Attainment All

Import Section: Medical Conditions

Columns: Admission Number, UPN, Medical Condition Name, Medical Condition Remark, Information Received On, Sort Order

Import Section: Medical Events

Columns: Admission Number, UPN, Medical Event Type Description, Actions Taken, After Actions Taken, Medical Event Description, Medical Event Follow Up Reviewed Date, Notes, Medical Event Date, Details, Actions Taken By

Import Section: Personal Details

Columns: Admission Number, UPN, Birth Certificate Seen, Boarder Status, Collective Worship Indicator, English Additional Language, English Proficiency, English Proficiency Assessment Date, Family Structure, Home LEA, LA Provided Transport, Mailing Point, National Curriculum, Parental Addressee, Parental Consent Comments, Parental Salutation, Parish, Passport Seen, Preferred Learning Style, Recoupment, Refugee Asylum Seeker Type, Religious Affiliation, Religious Affiliation Source, Religious Education Indicator, Route, Service Children in Education, Source of Service Children in Education, Thirty Hour Code, Travel Details, ULN

Import Section: Pupil Premiums

Columns: Admission Number, UPN, Deprivation Pupil, Service Child, Adopted from Care, Looked After, Early Year Pupil Premium, FTE, Amount, Start Date, End Date, Pupil Premium Last Recorded

Import Section: Safeguarding Incidents

Columns: Admission Number, UPN, Incident Date, Incident Detail, Recorded By, Status, Category, Agency

Import Section: Student Attendance

Columns: Admission Number, UPN, Mark, Minute, Comment, Attendance Date, Period Name

Import Section: Telephones

Columns: Admission Number, UPN, Priority, Telephone Type, Available, Telephone Number, Notes, Use for Text Message

Import Section: Top Up funding

Columns: Admission Number, UPN, Source, Status, Amount, Start Date, End Date

Import Section: User Defined Fields (Need to create the UDF First)

Columns: Admission Number, UPN, User Defined Field Data Value

Areas That Can be Populated via CTF:

Pupil Contacts, School History and SEND information

Staff

Import Section: Addresses

Columns: Staff Code, First Name, Last Name, Priority, Address Type, Country, Postcode. Town, Locality. Street, Flat Name/Number, Building Name, Administrative Area, Notes

Import Section: Basic Details

Columns: Staff Code, First Name, Last Name, Middle Name, Former Last Name, Preferred First Name, Preferred Last Name, Sex, Date of Birth, Start Date, Job Title, Teacher Number

Import Section: Emails

Columns: Staff Code, First Name, Last Name, Priority, Email Type, Email Address, Notes

Import Section: In Service Training

Columns: Staff Code, First Name, Last Name, Nature of Activity, Provider, Date

Import Section: Medical Conditions

Columns: Staff Code, First Name, Last Name, Medical Condition Name, Medical Condition Remark, Information Received On, Priority

Import Section: Medical Events

Columns: Staff Code, First Name, Last Name, Medical Event Type Description, Actions Taken, After Actions Taken, Medical Event Description, Medical Event Follow Up Date, Notes, Medical Event Date, Details, Actions Taken by

Import Section: Personal Details

Columns: Staff Code, First Name, Last Name, Consider as Full Time, Continuous Service Start Date, Declared Disability, End Date, English Proficiency, Included in Census, Job Title, Local Authority Start Date, National Insurance Number, Overseas Trained Teacher, Payroll Number, School Reference Number, Start Date, Supply Staff, Import Section: Staff Absences

Columns: Staff Code, First Name, Last Name, Reason, Illness Category Name, Staff Absence Pay Decision, Duration, Start Date, End Date, Notes, Staff Absence Type Name

Import Section: Staff Academic Qualifications

Columns: Staff Code, First Name, Last Name, Qualifications, Classof1stDegree, Subject1, Subject2, Verified

Import Section: Staff Background Check

Columns: Staff Code, First Name, Last Name, BackgroundCheckType, CheckClearanceLevel, CheckClearance, NatureOfEvidence, CheckedDate, ClearanceData, ReferenceNumber, DcoumentNo, Notes, ExpiresOn, CheckedBy

Import Section: Staff Contract

Columns: Staff Code, First Name, Last Name, Contract ID, Start Date, End Date, Contract Type, Last Updated, Last Pay Reviewed On, Post, Post SWF, Do Not Include in Census, Paid Daily Rate, Post Reason, Post Offered Date, Contract Issued Date, Superannuation, Leave Entitlement, Destination, Spinal Progression, Contract Termination Reason, Post Accepted Date, Contract Number NI Contracted, Origin

Import Section: Staff Contract Role

Columns: Staff Code, First Name, Last Name, Contract ID, Employee Role Type, Start Date, End Date

Import Section: Staff Emergency Contact

Columns: Staff Code, First Name, Last Name, Title, MiddleName, Gender, AddressType, FlatNameNumber, BuildingNameNumber, Street, Locality, Town, Country, Postcode, ContactHomeTelephone,

Bromcom MIS Data Migration Scope for Self Service

ContactMobileTelephone, ContactWorkTelephone, ContactHomeEmail, ContactWorkEmail, NextOfKin, StartDate, EndDate, SortOrder, RelationType, Salutation

Import Section: Telephones

Columns: Staff Code, First Name, Last Name, Priority, Telephone Type, Available, Telephone Number, Notes, Use This Number for Text Message

Import Section: User Accounts

Columns: Staff Code, First Name, Last Name, Windows Account Name, Login Name, Password, Start Date, End Date, Session Time Out, Memorable Information

Import Section: User Defined Fields (Need to create the UDF First)

Columns: Staff Code, First Name, Last Name, User Defined Field Data Value