



Timetable transfer

Inputting a completed timetable into your chosen software solutions



Transferring from a timetable

Project overview

MIST Services understands that schools have their preferred timetabling solutions, but not all MIS systems play nicely with different timetabling software!

As the timetable is so integral to the MIS, MIST Services will manually copy your completed timetable into the software solution that works with your MIS. Ultimately this means all the timetabling structures are created in the correct format and the school will have a timetable they can maintain throughout the year. MIST Services will return the timetable as a TimeTabler backup file that passes all the export validations allowing the export to the MIS occur. As a school you can use the same TimeTabler file as foundation for your new timetable, meaning you aren't starting from scratch as much of the curriculum will simply roll-over.

Timings

- Dates to be confirmed as appropriate, although would suggest late July or August to ensure the school timetable is complete for a September start.
- If you are migrating systems mid-year for example for a January start, then we would suggest late November.
- Having said this the migration can occur at any time during the year, the key point is to reserve the service in a timely fashion.
- MIST Services require up to **7 working days** from the date of receiving the timetable information

Considerations

- The timetable file should ideally use the teacher codes as used by your school MIS
- The timetable file should ideally use the department/subject codes as used by your school MIS
- The timetable file should ideally use the room codes as used by your MIS
- If the codes do not match, a list preferably in Excel to demonstrate the mappings will be required.
- This is a **one-off transfer** so any further changes are implemented by the establishment.



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- The transfer should only be done when the timetable to be copied is completed! If we have started the transfer and you modify, your existing timetable and need us to work on that file then we'll charge £95+vat per hour to check through the differences



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Pricing

Timetable type	Build and Staff curriculum		Rooming	
	5 year groups	7 year groups	5 year groups	7 year groups
One-week timetable	£995 +vat	£1245 +vat	£295+vnt	£395 +vat
Two-week timetable	£1295 +vat	£1695 +vat	£395+vnt	£495 +vat

If your timetable doesn't fall into the above criteria, then please contact us for pricing.
 If a group of schools within the same MAT require this service, then a 10% discount is applied for 3 or more schools booked at the same time.

- Date the final timetable will be sent to MIST Services

School name

School address

School contact

School authorised signature

Position

Email (please print)

Date

Please post this agreement to MIST Services, Graftons House, 92 St Marys Road, Market
 Harborough, LE16 7DX

Or preferably

Email mist@mistservices.co.uk

Nothing will be implemented until a signed Agreement has been received.