



META SIS Implementation Overview

All decisions to migrate and records finalized need to be completed by January 1st.



<u>By December 31st</u>	<u>January – February</u>	<u>March – June</u>	<u>July – August</u>	<u>Ongoing</u>
META SIS to META SIS Migration				
<ul style="list-style-type: none"> • District internal needs assessed • SIS demos • Discussions with META <p><i>*All decisions to migrate and agreements/contracts need to be finalized by January 1.</i></p>	<ul style="list-style-type: none"> • Kickoff Meeting • Schedule Reoccurring Calls • Schedule Legacy SIS Data Export Schedule • Identify 3rd Party Vendors 	<ul style="list-style-type: none"> • Server Configuration Complete • District/School Setups and Mappings • Data Imports and Validation of Data • Report Setups • Identify Expanded Training Dates 	<ul style="list-style-type: none"> • Expanded User Training • Go Live • Establish 3rd Party Vendor Connections • Legacy SIS access ends June 30 	<ul style="list-style-type: none"> • Customer Service Support • End User Training • District Leader Specific Meetings and Trainings • EMIS Coordinator Meetings and Trainings • Workdays / Help Sessions

Athens Office
221 Columbus Road
Athens, Ohio 45701
740-594-7663

Columbus Office
2100 Citygate Drive
Columbus, Ohio 43219
614-473-8300

Dayton Office
225 Linwood Street
Dayton, Ohio 45405
937-223-1112

Marion Office
100 Executive Drive
Marion, Ohio 43302
740-389-4798

Piketon Office
175 Beaver Creek Road, Suite C
Piketon, Ohio 45661
800-634-8828



New District Implementation				
<ul style="list-style-type: none"> District internal needs assessed SIS demos Discussions with META <p><i>*All decisions to migrate and agreements/contracts need to be finalized by January 1.</i></p>	<ul style="list-style-type: none"> Kickoff Meeting Assign District Leaders <ul style="list-style-type: none"> Discuss Roles and Responsibilities Schedule Reoccurring Calls Identify 3rd Party Vendors 	<ul style="list-style-type: none"> Server Configuration Complete District/School Setups Data Mapping Setups Report Setups – Transcript, Report Card, etc. District Leader Training Identify Expanded Training Dates 	<ul style="list-style-type: none"> Expanded User Training Go Live Establish 3rd Party Vendor Connections 	<ul style="list-style-type: none"> Customer Service Support End User Training District Leader Specific Meetings and Trainings EMIS Coordinator Meetings and Trainings Workdays / Help Sessions
Another ITC SIS to META SIS Migration				
<ul style="list-style-type: none"> Signed ITC release received and all documentation recorded District internal needs assessed SIS demos Discussions with META <p><i>*All decisions to migrate and agreements/contracts need to be finalized by January 1.</i></p>	<ul style="list-style-type: none"> Kickoff Meeting Assign District Leaders <ul style="list-style-type: none"> Discuss Roles and Responsibilities Schedule Reoccurring Calls Schedule Legacy SIS Data Export Schedule Identify 3rd Party Vendors 	<ul style="list-style-type: none"> Server Configuration Complete District/School Setups and Mappings Data Imports and Validation of Data Report Setups District Leader Training Identify Expanded Training Dates 	<ul style="list-style-type: none"> Expanded Training Go Live Establish 3rd Party Vendor Connections Legacy SIS access ends June 30 	<ul style="list-style-type: none"> Customer Service Support End User Training District Leader Specific Meetings and Trainings EMIS Coordinator Meetings and Trainings Workdays / Help Sessions

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