Bell Schedules - Daily Attendance

This document details the method used to setup the Bell Schedule for Daily Attendance schools to collect and calculate attendance. Daily Attendance can be setup using Scheduled Homeroom Class (page 1) or Regularly Scheduled Class (page 3).

Important: All periods used to schedule students to classes, must be included in the Bell Schedule. In addition, the period used as the Bridge period must be included in the school day. It should not be setup outside of the normal school hours. In order for Teachers to enter attendance in the Bridge period, both Daily and Meeting must be checked in the attendance preferences. Refer to the **Attendance Preferences - Daily Attendance (QRD)**, located under http://www.nc-sis.org/attendance.html for more details.

In a Daily Attendance School, since attendance is recorded for each student only once per day, teachers should take attendance **ONLY** in the Bridge Period. All other attendance for a student, such as arriving later in the day or leaving early, should be handled using the Sign In/Out process as documented in the **Sign In/Out - Daily Attendance (QRD)** located under http://www.nc-sis.org/attendance.html.
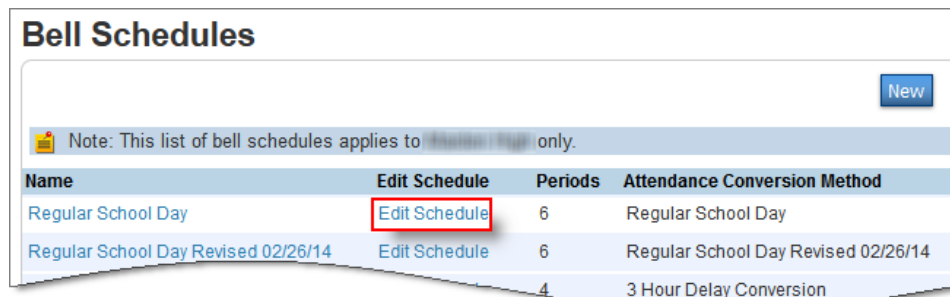
Using a Scheduled Homeroom Class

To use a scheduled Homeroom class:

Navigation: Start Page > School > `Calendaring` section > Bell Schedules

Note: In this example, the attendance bridge period will be a scheduled homeroom class. The time is included within the school day and will have `Counts for ADA` checked.

1.   Click the `Edit Schedule` link to adjust the appropriate Bell schedule.

2. Click the appropriate period link designated for the attendance bridge.

On the `Edit Bell schedule Item` screen, complete the following:

- `Period` = based on previous selection
- `Start Time` = the time the period begins (needs to be within the school day)
- `End Time` = the time the period ends (needs to be within the school day)

Important: Start and End time must be at least 5 minutes for this homeroom period.

- `Counts for ADA` = check for all periods considered instructional time *including* the Bridge Period
  - o The Counts for ADA option should **NOT** be checked for:
    - Non-instructional periods such as lunch or recess.
    - Instructional periods that take place outside the normal school day.

Important: Failure to check or not check this option properly will cause reporting discrepancies on the Principal Monthly Report (PMR).

- `Use For Daily Attendance` = Check *IF* this is the "Attendance Bridge" period where daily attendance will be taken

Note: **ONLY ONE** period can be marked for the daily attendance bridge period during a school year.

- **Default Time In** = True Start time of the school day (includes instructional and non-instructional time)
- **Default Time Out** = True End time of the school day (includes instructional and non-instructional time)

> *CAUTION:* For Daily Attendance schools, the `Default Time In/Time Out` fields must be setup in the Attendance *Bridge Period ONLY*.

Using a Regularly Scheduled Class

To use a regularly scheduled class:

Navigation: Start Page > School > `Calendaring` section > Bell Schedules

Note: In this example, the attendance bridge period is a regularly scheduled class period. It is scheduled during the school day and counts for ADA are checked.

1. Click `Edit Schedule` link to adjust the appropriate Bell schedule.

2. Click the period link designated for the attendance bridge.

On the `Edit Bell schedule Item` screen, complete the following:

- `Period` = based on previous selection
- `Start Time` = the start time of that *period*
- `End Time` = the time the *period* ends
- `Counts for ADA` = check for all periods considered instructional time
  - The Counts for ADA option should **NOT** be checked for:
    - Non-instructional periods such as lunch or recess.
    - Instructional periods that take place outside the normal school day.

Important: Failure to check or not check this option properly will cause reporting discrepancies on the Principal Monthly Report (PMR).

- **Use for Daily Attendance** = check to include this course to count in the ADA for the school day since this is the DAILY attendance bridge period

Important: **ONLY ONE** period can be marked for the daily attendance bridge period during the school year.

- **Default Time In** = True Start time of the school day (includes instructional and non-instructional time)
- **Default Time Out** = True End time of the school day (includes instructional and non-instructional time)

> *CAUTION:*   For Daily Attendance schools, the **Default Time in/Time Out** fields must be setup in the Attendance *Bridge Period ONLY*.