Bell Schedules - Meeting Attendance

This document details the method used to setup Bell Schedules for Meeting Attendance schools to collect and calculate attendance.
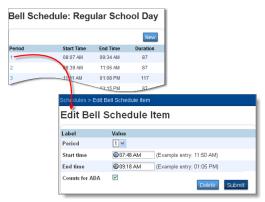
Important: In a Meeting Attendance School, teachers should take attendance in every instructional period.

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

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

2. Click the desired period to edit. The `Edit Bell Schedule Item` screen opens.

Enter the following information:

- `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 or outside the school such as North Carolina Virtual Public Schools (NCVPS) or college courses.

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

3.   Click **Submit**. Repeat Steps 1-2 for each period.