

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.

Name	Edit Schedule	Periods	Attendance Conversion Method
Regular School Day	Edit Schedule	6	Regular School Day
Regular School Day Revised 02/26/14	Edit Schedule	6	Regular School Day Revised 02/26/14
		4	3 Hour Delay Conversion

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

Bell Schedule: Regular School Day

Period	Start Time	End Time	Duration
1	08:07 AM	09:34 AM	87
2	09:39 AM	11:06 AM	97
3	11:11 AM	01:08 PM	117
		03:15 PM	87

Edit Bell Schedule Item

Label	Value
Period	1
Start time	07:48 AM (Example entry: 11:50 AM)
End time	09:18 AM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>

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.

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.