

ONLINE BELL SCHEDULE SYSTEM – What’s new for 2025-26?

- A. Before accessing the online bell schedule system**, clear your browser’s cache. Click [here](#) for instructions for Firefox, Safari, Chrome, and Microsoft Edge.
- B. Professional Development (PD) Days** – For 2025-26, there are 36 Professional Development banked-time Tuesdays. In the *Calendar Schedule Selection* tab, selecting either District-allocated Days or Tuesdays for Professional Development Days will have the same result on the *School Calendar* for all schools following the tentative Board-adopted calendar. For school-specific calendars, click on Tuesdays to have all Tuesdays marked as PD.
- C. Pupil-free Day** – In 2025-26, schools will again have the option of selecting their Spring pupil-free day (January 12 or June 11). Select the pupil-free day in the *Calendar Schedule Selection* tab. Whichever date is selected, school is expected to adhere to their selection. If the wrong date is selected inadvertently, contact 213-241-2115 for assistance.
- D. Instructional Days** – The *School Calendar* tab will reflect 180 instructional days.
- E. Minimum Annual Instructional Minutes** – For comprehensive schools, see table below for the new minimum requirements.

| Minimum Annual Instructional Minutes Required | |
|---|--------|
| Elementary Schools (grades TK-6) | 55,100 |
| Middle Schools (grades 6-8) | 65,300 |
| High Schools (grades 9-12) | 65,300 |

- F. Lunch Period for ALL Schools** – To help implement the requirement for all schools to offer breakfast and lunch on each school day, the online bell schedule system will now validate for a lunch period on every type of day, including Minimum Day. This validation will apply to all school types, including Options.

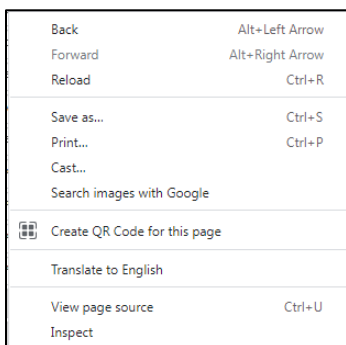
OTHER IMPORTANT INFORMATION FOR THE ONLINE BELL SCHEDULE SYSTEM

- A. Access** – The online bell schedule system is accessible within the LAUSD network only. To access the system remotely, connect to the LAUSD network with GlobalProtect VPN App.
- B. Instructional Minutes** – The minutes remain the same as those of the 2024-25. See table below.

| Instructional Minutes – Comprehensive Schools | | | |
|---|------------|--------|------|
| Type of School Day | Elementary | Middle | High |
| Regular Day | 323 | 383 | 383 |
| Shortened Day | 288 | 318 | 318 |
| Professional Development Day | 263 | 323 | 323 |
| Minimum Day | 253 | 253 | 253 |

Please note that schools must adhere to the annual minimum instructional minutes outlined in Section E above.

C. Minimum and/or Shortened Days – To add Minimum and/or Shortened Days in the *Calendar* tab, right click on the specific date to display the list of Days, then select Minimum Day or Shortened Day. If, instead of the list, a box displays (similar to the one below), click on the refresh/reload icon, then go back in the Create/Edit Bell Schedule.



For Mac users, “right clicking” may be achieved by pressing and holding the Control key while tapping the track pad. Another way would be to tap the track pad with two fingers at the same time.

D. Validations in the Online Bell Schedule System for PD

1. Number of PD Days – There are 36 PD days in 2025-26. User will not be able to certify if PD days are less than 36. If PD days are more than 36, user will be required to indicate the authorization received for the PD days. Enter the authorization in the first box of the Explanations, Exceptions, and Special Situations section.
2. Days of PD – PD days are to be held on Tuesdays. If a different day is marked as PD, the system will alert the user, and user will need to indicate the authorization received for the PD days. Enter the authorization in the first box of the Explanations, Exceptions, and Special Situations section.
3. PD day schedule – Per collective bargaining agreement, a PD schedule ends 60 minutes earlier than the Regular Day schedule.
 - a. If PD schedule ends less than 60 minutes earlier than the Regular Day schedule, user will not be able to certify.
 - b. If user enters a reverse PD schedule, user will not be able to certify. Contact Attendance & Enrollment Section at 213-241-2115.

E. When creating bell schedules, keep in mind the following additional requirements:

1. Students’ lunch period must be at least 20 minutes.
2. There should be uninterrupted teacher lunch period of no less than 30 minutes.
3. There should be no changes to the onsite obligation of teachers and/or other employees.
4. Professional Development days, Shortened Days, and Minimum Days must comply with District policy and contractual requirements.