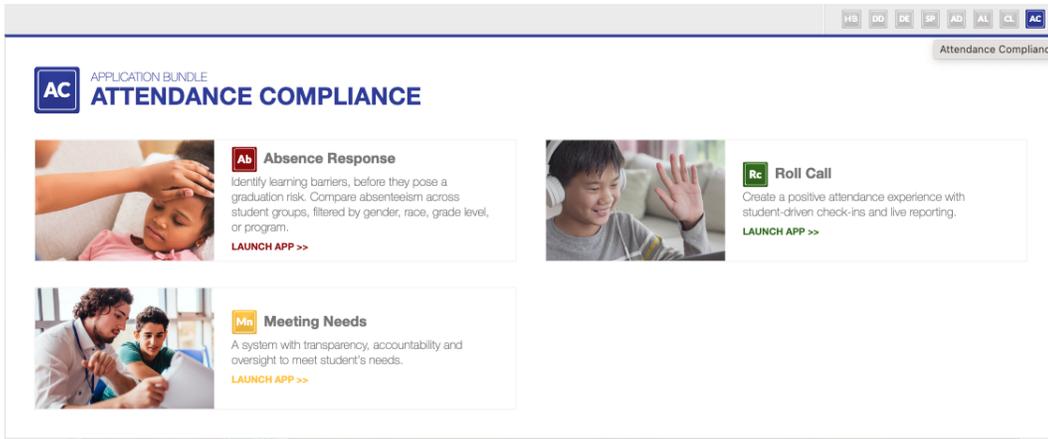


## Meetings Needs: For Students: Signing up for Meetings and Viewing Meeting Info

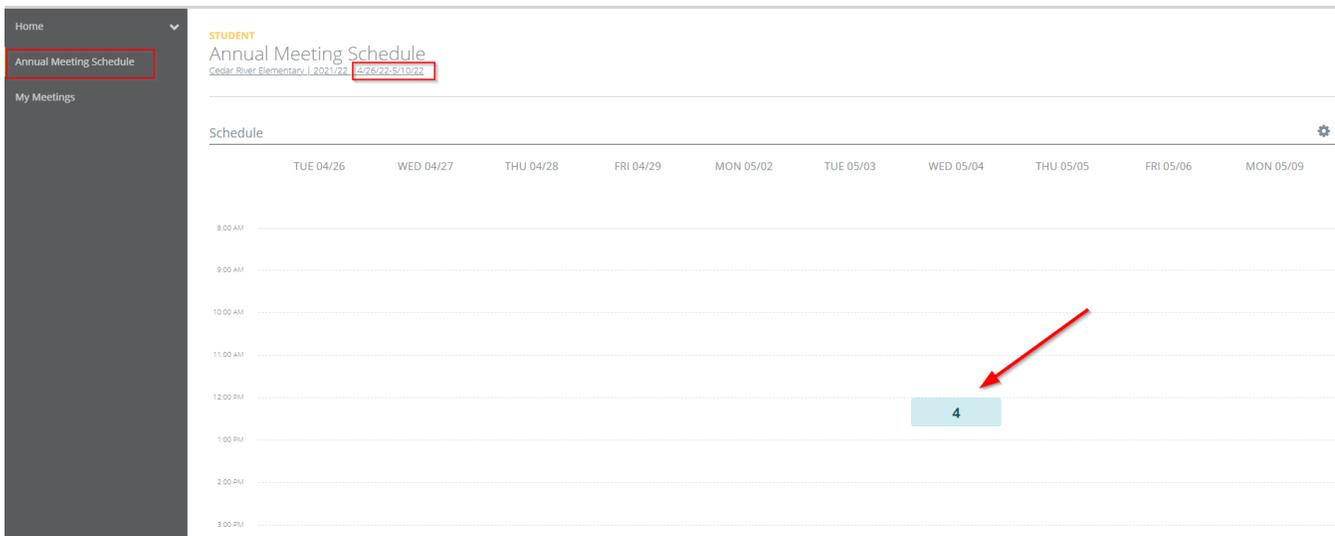
Log into Meeting Needs <https://yourschooldistrict.schooldata.net/v2/meeting-needs/> using the same username/password or navigate to the attendance compliance bundle in the app selector bar at the top of the page, and click **Launch App** under Meeting Needs.



The screenshot shows the 'Attendance Compliance' application bundle interface. At the top, there is a navigation bar with tabs for 'HB', 'DD', 'DE', 'SP', 'AD', 'AL', 'CL', and 'AC'. Below this, the main header reads 'APPLICATION BUNDLE ATTENDANCE COMPLIANCE'. Three main cards are displayed: 'Absence Response' (Ab) with a description about identifying learning barriers and a 'LAUNCH APP >>' link; 'Roll Call' (Rc) with a description about creating a positive attendance experience and a 'LAUNCH APP >>' link; and 'Meeting Needs' (Mn) with a description about transparency and oversight and a 'LAUNCH APP >>' link.

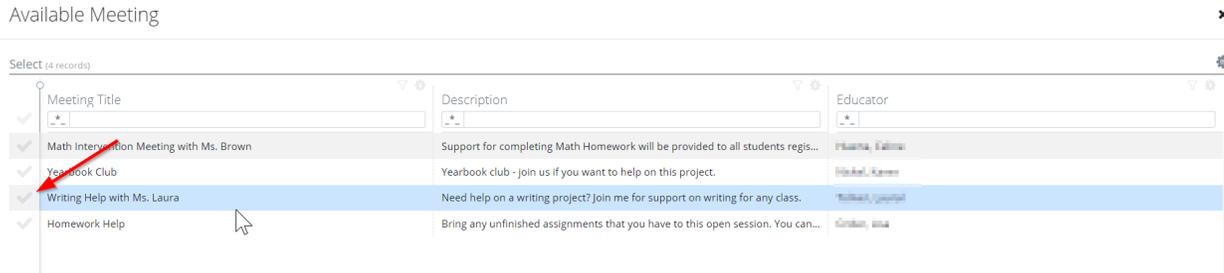
## Signing Up for an Available Meeting

Once logged in, click “Annual Meeting Schedule” in the left navigation menu to see which days meetings are available for you to register for. You may need to update the date range for this view by clicking on the date at the top.

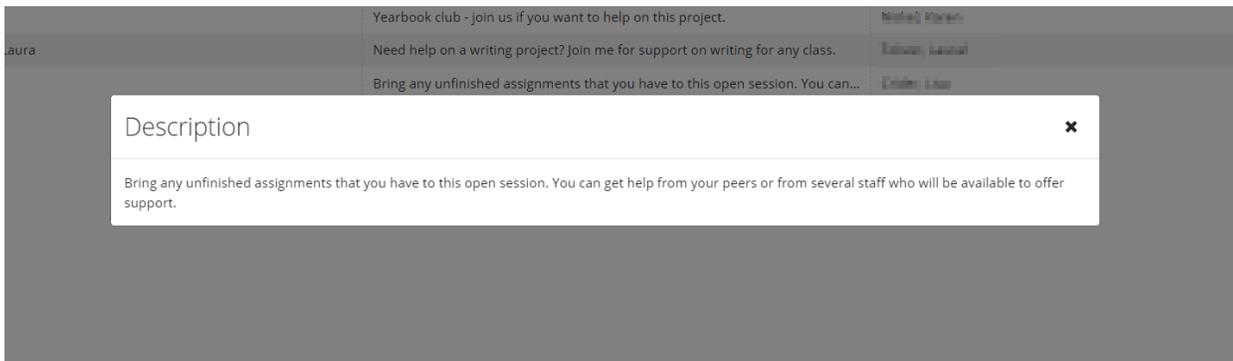


The screenshot shows the 'Annual Meeting Schedule' interface. On the left, a navigation menu has 'Annual Meeting Schedule' highlighted. The main content area shows the title 'Annual Meeting Schedule' and the school name 'Cedar River Elementary | 2021/22'. Below this is a date range selector showing '4/22-5/10/22'. A calendar grid displays dates from 'TUE 04/26' to 'MON 05/09'. The time slots range from '8:00 AM' to '3:00 PM'. A red arrow points to a blue box containing the number '4' on the calendar grid, indicating a meeting slot.

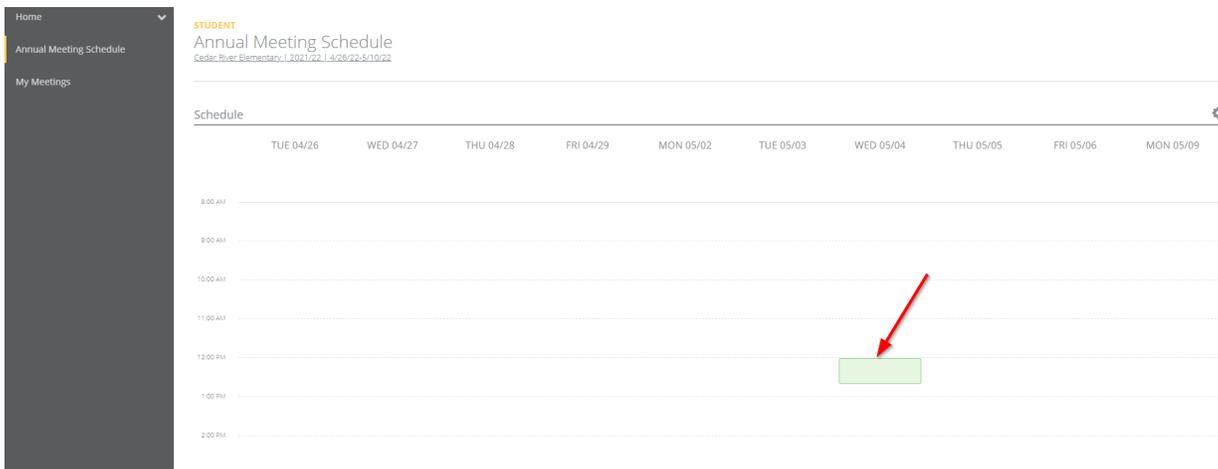
If a time block is scheduled with available meetings, you will see a blue block with the number of meetings available to you. Click on that block to see a list of meetings with details. To sign up for one, click on the checkmark to the left of the listed meeting.



If you need to see more of the description, hover over the text or click to view the full text.

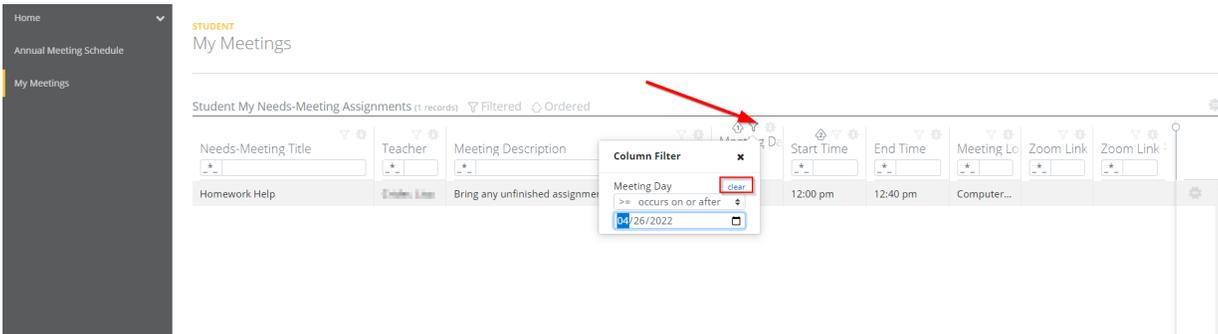


Once you have selected a meeting, you will be returned to the “Annual Meeting Schedules” screen, and the date block will turn green, indicating you are scheduled:

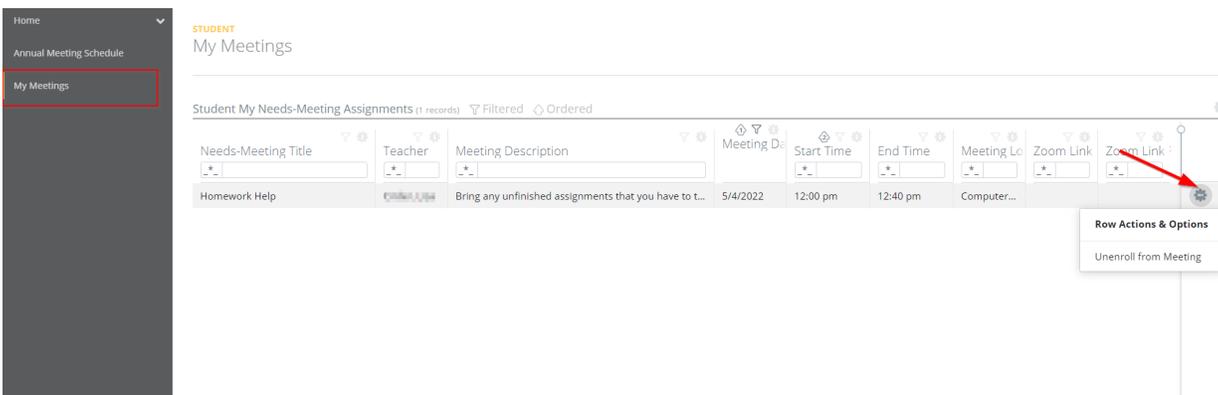


## Viewing Details for Meetings, You Are Registered to Attend

To view details about meetings you are scheduled to attend, click **“My Meetings”** in the left navigation menu. This will include meetings you registered to attend or were assigned to by a teacher. By default, this table will only show you meetings that happen on or after today’s date. You can view data for meetings in the past by clearing the filter in the **“Meeting Date”** column:



Depending on how the meeting is configured, you may be able to **“unenroll”** from a meeting and register for something else. If this is an option, you will see **“Unenroll from Meeting”** when you click on the gear at the far right.



If unenrolling has been disabled, you will not see this option available when you click the gear.

