

Student Hall Pass Lookup


Last Modified on 12/14/2025 8:45 pm CST

The Scanning toolset is part of the [Campus Workflow Suite](#).


[Create New Hall Pass](#) | [Add Time](#) | [End Hall Pass](#)


Tool Search: Student Hall Pass Lookup

The Student Hall Pass Lookup allows administrators to create a current hall pass, add additional time to a current hall pass, or end a hall pass. This can be accessed by clicking on a student's tile or using the search within the [Hall Monitor Grid](#). Any comments made in the Teacher Hall Pass View will appear.




Student Hall Pass Lookup ☆

Crown, Stacie  Student #: 109392 Grade: 10 DOB: 11/02/2007

 HS Graduation

Attendance Office > Scanning > Student Hall Pass Lookup



Stacie Crown

Grade
10

Time Issued
11:32 AM

Destination
Help Desk (from Demo Administrator)

Time Remaining
4m 46s

Current Class
English 10
10:40 AM - 11:35 AM

Next Class
Computer Science
11:40 AM - 1:00 PM

Lifellearn, Pete
Room: 1176

Harbour, Reggie
Room: 1018

Create New Hall Pass

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Add Time

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End Hall Pass

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Return to Grid

Read - Allows the user to view Student Hall Pass Lookup.

Write - Allows the user to add time to hall passes.

Add - Allows the user to create hall passes.

Delete - Allows the user to end hall passes.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Create New Hall Pass

1. Click on the student's tile or the Search Button in the [Hall Monitor Grid](#) to find the student.

2. Click the drop-down under Create New Hall Pass.
3. Select the location for the new hall pass.
4. Click the checkmark button next to the drop-down. The Time Issued, Destination, and Time Remaining will update according to the newly issued hall pass.

Add Time

1. Click on the student's tile within the Hall Monitor Grid.
2. Click the drop-down under Add Time.
3. Enter the amount of time that will be given to the student.
4. Click the checkmark button next to the drop-down. The Time Remaining will update according to the newly issued hall pass.

End Hall Pass

1. Click on the student's tile within the Hall Monitor Grid.
 2. Click the checkmark under End Hall Pass. The hall pass will immediately end.
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