

Student Hall Pass Lookup

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

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 a student's tile or using the search within the [Hall Monitor Grid](#). Any comments made in the Teacher Hall Pass View appear.

The screenshot shows the 'Student Hall Pass Lookup' interface for a student named Stacie Crown. At the top, there is a breadcrumb trail: 'Attendance Office > Scanning > Student Hall Pass Lookup'. The student's name 'Crown, Stacie' is followed by a search icon, and her details are listed: 'Student #: 109392', 'Grade: 10', and 'DOB: 11/02/2007'. A red graduation cap icon indicates 'HS Graduation'. Below this is a profile card for Stacie Crown with a photo, her name, grade (10), and the time issued (11:32 AM). To the right of the profile card, the 'Destination' is 'Help Desk (from Demo Administrator)' and the 'Time Remaining' is '4m 46s'. Further right, a table shows the 'Current Class' as 'English 10' (10:40 AM - 11:35 AM) with teacher 'Lifellearn, Pete' in room '1176', and the 'Next Class' as 'Computer Science' (11:40 AM - 1:00 PM) with teacher 'Harbour, Reggie' in room '1018'. At the bottom, there are three main action buttons: 'Create New Hall Pass' with a dropdown menu and a checkmark button; 'Add Time' with a spinner set to '5 minute(s)' and a checkmark button; and 'End Hall Pass' with the text 'End current hall pass to Help Desk' and a checkmark button. A 'Return to Grid' button is located at the bottom left.

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 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 updates 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 ends immediately.
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