

# Student Hall Pass Lookup

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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.

The screenshot shows the 'Student Hall Pass Lookup' interface for a student named Stacie Crown. At the top, there is a navigation breadcrumb: 'Attendance Office > Scanning > Student Hall Pass Lookup'. Below this, the student's name 'Crown, Stacie' is displayed along with their ID '109392', grade '10', and date of birth '11/02/2007'. A red graduation cap icon indicates 'HS Graduation'. The main section features a student photo and details: 'Stacie Crown', 'Grade 10', and 'Time Issued 11:32 AM'. To the right, the 'Destination' is 'Help Desk (from Demo Administrator)' with 'Time Remaining' of '4m 46s'. Further right, a table lists 'Current Class' (English 10, 10:40 AM - 11:35 AM, Room 1176) and 'Next Class' (Computer Science, 11:40 AM - 1:00 PM, Room 1018). At the bottom, there are three action buttons: 'Create New Hall Pass' (with a dropdown and checkmark), 'Add Time' (with a '5 minute(s)' input and checkmark), and 'End Hall Pass' (with the text 'End current hall pass to Help Desk' and a checkmark). 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 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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