

Student Hall Pass Lookup

Last Modified on 04/24/2024 11:30 am CDT

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 breadcrumb trail: 'Attendance Office > Scanning > Student Hall Pass Lookup'. Below this, the student's name 'Crown, Stacie' is displayed with a small profile picture, along with their ID '109392', grade '10', and date of birth '11/02/2007'. A red graduation cap icon indicates 'HS Graduation'.

The main content area is divided into several sections:

- Student Profile:** Includes a larger profile picture of Stacie Crown, her name, grade '10', and the time the pass was issued: '11:32 AM'.
- Destination:** Shows 'Help Desk (from Demo Administrator)' with a remaining time of '4m 46s'.
- Current Class:** 'English 10' by 'Lifellearn, Pete' in 'Room: 1176', running from '10:40 AM - 11:35 AM'.
- Next Class:** 'Computer Science' by 'Harbour, Reggie' in 'Room: 1018', running from '11:40 AM - 1:00 PM'.

At the bottom of the interface, there are three main action buttons:

- Create New Hall Pass:** A dropdown menu with a checkmark icon.
- Add Time:** A field showing '5 minute(s)' with up/down arrows and a checkmark icon.
- End Hall Pass:** A button labeled 'End current hall pass to Help Desk' with a checkmark icon.

A 'Return to Grid' button is located at the bottom left of the interface.

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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