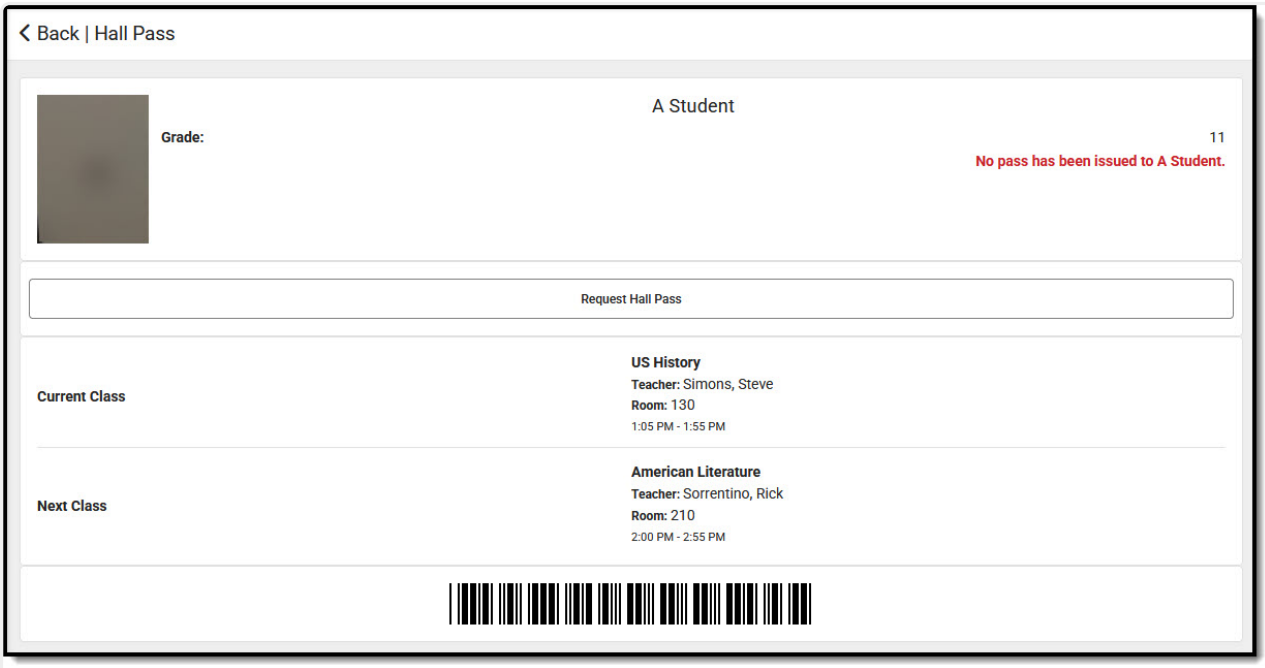
Student Hall Pass View

Last Modified on 09/09/2026 2:50 pm CDT

Location: Campus Student > More > Hall Pass

Student Hall Pass View is a student-facing tool on the student portal. The instructions below describe how a student, teacher, or administrator would interact with it. Districts are responsible for sharing this information with their students.

Students use Student Hall Pass View to request hall passes. Students may only request a hall pass for their current class. All hall passes assigned to the student's current room or passes flagged as all rooms from Hall Pass Settings are available.

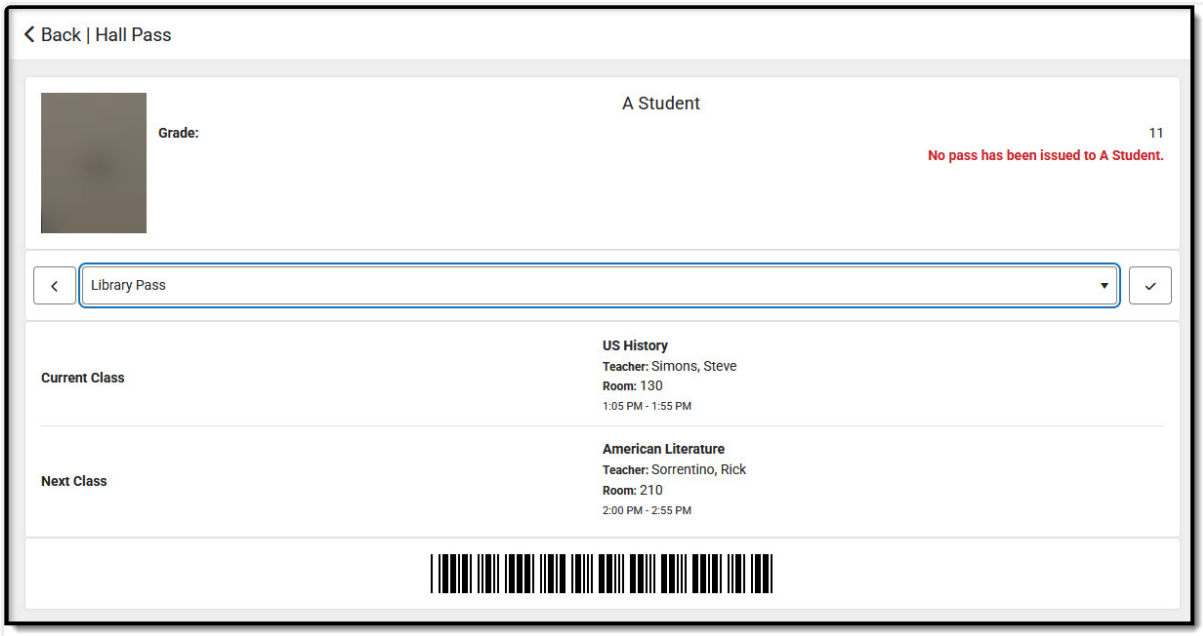


Student Hall Pass View

See the Scanning Tools Tool Rights article for information about rights needed to use this and related tools.

Request a hall pass

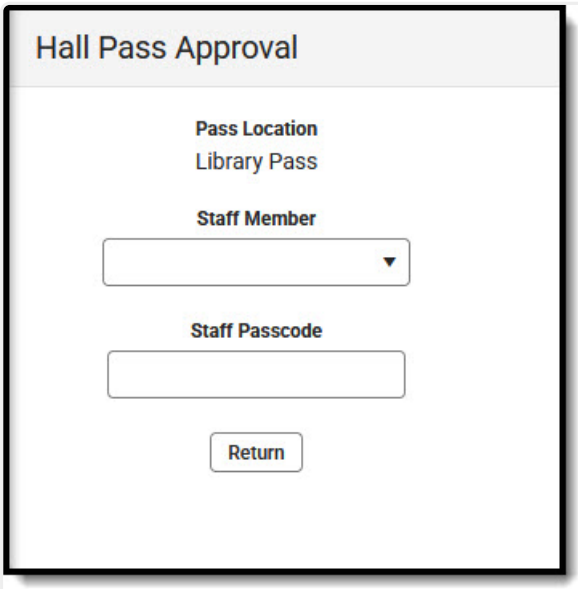
1. The student presses **Request Hall Pass**.
2. From the drop-list, students choose the hall pass they are requesting. Students can select only the hall passes available for their *current* classroom.



Hall Pass Request Location

3. Once the appropriate hall pass is selected, press the ✓ button. A *Hall Pass Approval* screen displays. See Approving a Hall Pass for more information.

Approve a hall pass



Hall Pass Approval

1. The **Pass Location** identifies the location for which the hall pass was requested. This field cannot be modified.
2. Use the **Staff Member** drop-list to select the staff member reviewing/approving the request.
3. Next, enter the **Staff Passcode** for the selected staff member.
    - If the correct passcode is entered, the hall pass request is approved.
4. Press **Return** to exit the hall pass approval screen without approving the request.
5. Once a hall pass is approved, a digital hall pass for the student is created. The digital hall pass can be viewed on the student portal, teacher hall pass view, the hall monitor grid, and

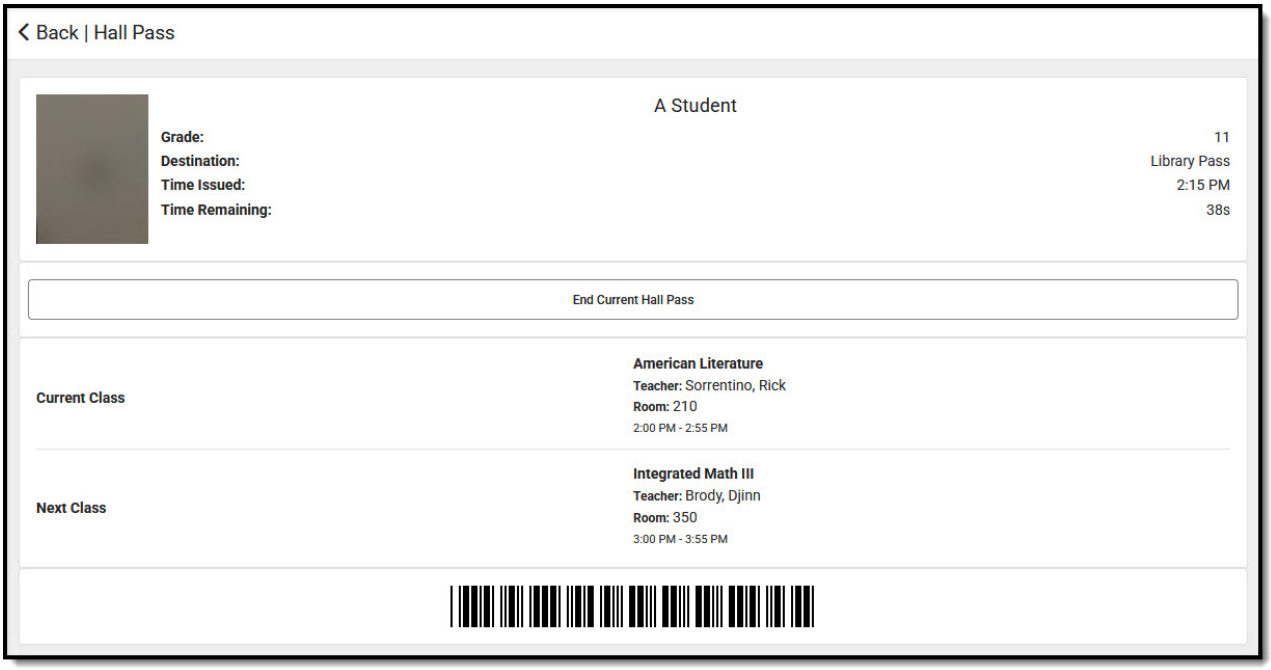
location capacity (the pass is only viewable in location capacity IF the digital hall pass is created for a location).

Hall pass approval fields

Field	Description
Pass Location	Location of hall pass being approved *(ex. bathroom, library, office, etc.).* This field cannot be edited.
Staff Member	Use the drop-list to select the Staff Member approving the hall pass.
Staff Passcode	Enter the passcode for the selected staff member. Once the appropriate passcode has been entered, the hall pass is automatically approved.
Return	Press Return to exit the Hall Pass Approval screen without approving the request.

End a hall pass

Students may use this option to end a hall pass before it has expired.



1. To end a hall pass before it has reached its automatic expiration, the student presses the **End Current Hall Pass** button.
2. Press the ☐ button to end the hall pass.
3. A message displays saying: "No pass has been issued to *student x*."