Hall Pass History Report

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Tool Search: Hall Pass History Report

Users may use this report to view a history of issued hall passes.

Attendance Office Hall Pass History Report Editor

Hall Pass History Report Editor Fields

Field	Description
Hall Pass Type	Use the drop-list to select the types of hall passes to include in the report. Select All Hall Passes to create a report for all hall pass types.
Show Delinquent Hall Passes Only	Mark the **Show Delinquent Hall Passes Only** option to create a report for only hall passes that have run over their allotted time. • See Hall Pass Settings for information on Hall Pass duration. Leave this option unmarked to create a report including all hall passes.
Start Date *Required*	Use the **Start Date** calendar icon to select the date on which to begin reporting hall pass history. Users may also manually enter the date in the *MM/DD/YYYY* format.

Field	Description
End Date *Required*	Use the **End Date** calendar icon to select the date on which to stop reporting hall pass history. Users may also manually enter the date in the *MM/DD/YYYY* format.
Grade Levels *Multi-Select Field*	In the **Grade Level(s)** field, use the drop-list to select the grade level(s) to include in the report. • Users may include as many grade levels as desired. • Grade levels that are not selected are excluded from the report. • Leave the field blank to include all available grade levels.
Student(s) *Multi-Select Field*	In the **Student(s)** field, use the drop-list to select the student(s) to include in the report. • Users may include as many students as desired. • Students who are not selected are excluded from the report. • Leave the field blank to include all students.
Load	Press the **Load** button to create the report. **NOTE: If you change any of the search parameters after initially loading the report, you must refresh the report by pressing the Load button.**
Export to Excel	Press **Export to Excel** to generate the report in a CSV file. **NOTE:** If you are exporting this report to Excel, be sure to format your **Issued Time** and **Ended Time** columns to be in a Time format. This shows the times for each scan instead of the date.

The Hall Pass History Report

Once all the parameters for the report have been entered, users can press Load to load the report on their screen and view the history of issued hall passes. Users can also export the report to an excel file by pressing the Export to Excel button.

Hall Pass Type	Issuer	Room	Student Number	Student Name	Grade Level	Date	Issued Time	Ended Time	Total Minutes	Minutes Over	Comments
Returning to Class	Check In/Out Kiosk		1111111111	Anderson, S	12	11-10-2025	10:54 AM	10:55 AM	1		
Returning to Class	Check In/Out Kiosk		1111111111	Anderson, S	12	11-10-2025	10:55 AM	11:36 AM	41	36	

1 - 2 of 2 items

Attendance Office Hall Pass History Report

Hall Pass History Report Layout Fields

Field	Description
Hall Pass Type	Indicates the type of hall pass issued.
Issuer	Indicates the person or device used to issue the hall pass.
Room	Indicates the room to which the student was rostered at the time the pass was issued.
Student Number	Displays student number of student for which the hall pass was issued.
Student Name	Displays student name for the hall pass.
Grade Level	Grade level of the student for whom the hall pass was issued.
Date	Indicates the date for which the hall pass was issued.
Issued Time	Indicates the time at which the hall pass was issued.
Ended Time	Indicates the time at which the hall pass was ended. Hall Passes with no Ended Time say, **Pass not ended**.
Total Minutes	Indicates the total number of minutes for which the hall pass was active.
Minutes Over	Indicates the total number of active minutes over the valid time allotment for the hall pass.
Comments	Displays any comments entered for the hall pass.