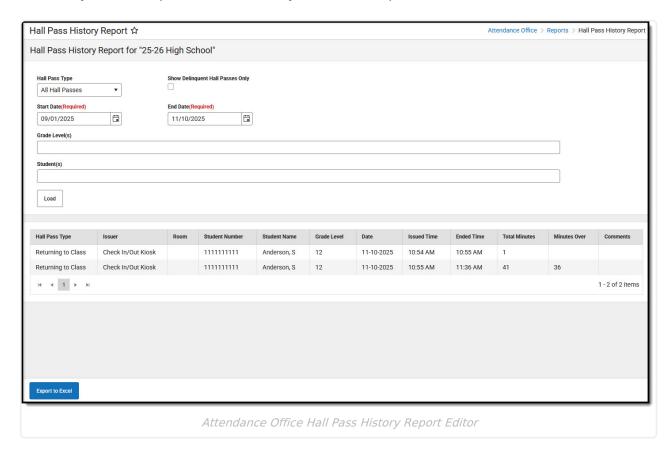


Hall Pass History Report

Last Modified on 11/24/2025 9:27 am CST

Tool Search: Hall Pass History Report

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



Hall Pass History Report Editor Fields

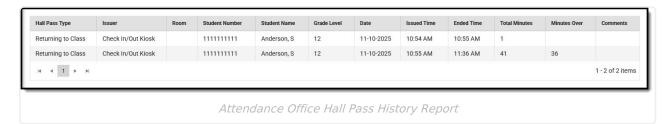
Field	Description
Hall Pass Type	Use the drop-list to select the types of hall passes to include in the report. Select All Hall Passes to create a report for all hall pass types.
Show Delinquent Hall Passes Only	Mark the Show Delinquent Hall Passes Only option to create a report for only hall passes that have run over their allotted time. • See <u>Hall Pass Settings</u> 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 <i>MM/DD/YYYY</i> 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 <i>MM/DD/YYYY</i> 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.

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 History Report Layout Fields

Field	Description
Hall Pass Type	Indicates the type of hall pass issued.



Field	Description
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.
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.