

# Student Limits

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The Scanning toolset is part of the [Campus Workflow Suite](#).

Tool Search: Student Limits

The Student Limits tool allows districts to set individual hall pass limits for students on an individual basis.

## Student Limits

**Student Limits** ★

Student, A Student #: 000000 Grade: 09 DOB: 11/05/2010 Counselor: A Counselor

[Attendance Office](#) > [Settings](#) > [Student Limits](#)

**Disable Non-Default Passes** ⓘ

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**Start Date (Required)**

**End Date**

**Daily Pass Limits** ⓘ

**Monthly Pass Limit** ⓘ

**Weekly Pass Limit** ⓘ

**Term Pass Limit** ⓘ

**Comments**

[Save](#)

*Student Limits Editor*

## Student Limits Fields

Field	Description
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<b>Disable Non-Default Passes</b>	Use this checkbox to determine a student's ability to receive non-default hall passes.	
	<b>Checkbox Status</b>	<b>Description</b>
	<b>Checked</b>	Prevents the student from being issued a hall pass via the Classroom Attendance Kiosk, Teacher Hall Pass View, Student Portal, and Location capacity.  <b>NOTE:</b> The student will <b>NOT</b> be issued a hall pass regardless of the start/end date of the hall pass limits.
<b>Unchecked</b>	The student is not prevented from being issued a hall pass via the Classroom Attendance Kiosk, Teacher Hall Pass View, Student Portal, and Location capacity.	
<b>Start Date Required</b>	The date on which pass limits (daily, weekly, monthly, term) begin for the student. Pass limits for the student are enforced on and after the start date.	
<b>End Date</b>	The date on which pass limits (daily, weekly, monthly, term) end for the student. After this date, pass limits for the student are no longer enforced.	
<b>Daily Pass Limit</b>	The number of hall passes the student is allowed per <b>Day</b> . The value entered here overrides any limits set in <a href="#">Hall Pass Settings</a> . Leave this value set to <b>Global</b> to default to the school's global daily limit for the student. See <a href="#">Hall Pass Settings</a> for more information.	
<b>Weekly Pass Limit</b>	The number of hall passes the student is allowed per <b>Week</b> . The value entered here overrides any limits set in <a href="#">Hall Pass Settings</a> . Leave this value set to <b>Global</b> to default to the school's global weekly limit for the student. See <a href="#">Hall Pass Settings</a> for more information.	
<b>Monthly Pass Limit</b>	The number of hall passes the student is allowed per <b>Month</b> . The value entered here overrides any limits set in <a href="#">Hall Pass Settings</a> . Leave this value set to <b>Global</b> to default to the school's global daily limit for the student. See <a href="#">Hall Pass Settings</a> for more information.	
<b>Term Pass Limit</b>	The number of hall passes the student is allowed per <b>Term</b> . The value entered here overrides any limits set in <a href="#">Hall Pass Settings</a> . Leave this value set to <b>Global</b> to default to the school's global daily limit for the student. See <a href="#">Hall Pass Settings</a> for more information.	
<b>Comments</b>	Enter any comments regarding the pass limits set for the student.	
<b>Save</b>	Press <b>Save</b> to save the changes.	

## Disable Non-Default Passes for a Student

1. Click **Add Row**.
2. Enter a Group Name.
3. Select Classrooms and Hall Passes.
4. Click **Save**.

## Set Individual Student Hall Pass Limits

Schools can set a individual student limit for the number of issued hall passes based on a daily, weekly, monthly, or term basis. Limits can be set for all four categories or for any combination of them.

### Set Student Daily Hall Pass Limits

1. In the **Daily Pass Limit** field, enter the student's daily limit for hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes a student can be issued in a day. When the limit is reached, hall passes may no longer be generated for the student.
  1. Leave the Daily Pass Limit value set to Global if you do not want to set a pass limit for the student. Passes are then generated based on the school's daily global limit set in [Hall Pass Settings](#).
2. When finished, press **Save**.

### Set Student Weekly Hall Pass Limits

1. In the **Weekly Pass Limit** field, enter the student's weekly limit for hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes a student can be issued in a week. When the limit is reached, hall passes may no longer be generated for the student.
  1. Leave the Weekly Pass Limit value set to Global if you do not want to set a pass limit for the student. Passes are then generated based on the school's weekly global limit set in [Hall Pass Settings](#).
2. When finished, press **Save**.

### Set Student Monthly Hall Pass Limits

1. In the **Monthly Pass Limit** field, enter the student's monthly limit for hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes a student can be issued in a month. When the limit is reached, hall passes may no longer be generated for the student.
  1. Leave the Monthly Pass Limit value set to Global if you do not want to set a pass limit for the student. Passes are then generated based on the school's monthly global limit set in [Hall Pass Settings](#).
2. When finished, press **Save**.

### Set Student Term Hall Pass Limits

1. In the **Term Pass Limit** field, enter the student's term limit for hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall

passes a student can be issued in a term. When the limit is reached, hall passes may no longer be generated for the student.

1. Leave the Term Pass Limit value set to Global if you do not want to set a pass limit for the student. Passes are then generated based on the school's weekly global limit set in [Hall Pass Settings](#).
  2. When finished, press **Save**.
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