Student Limits

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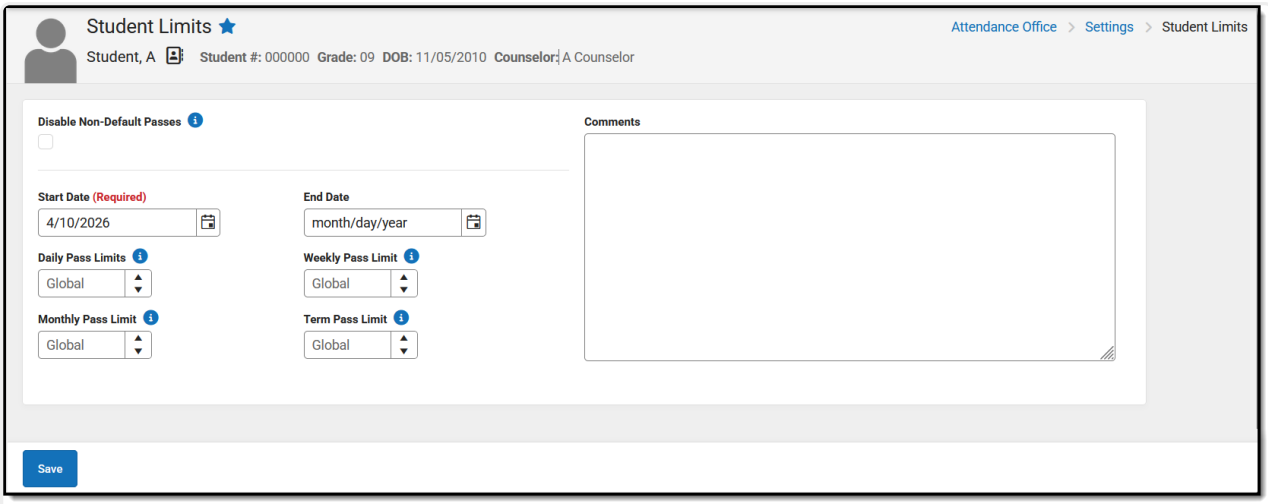
Scanning tools are available with Campus Workflow Suite.

Path: Attendance Office > Settings > Student Limits

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

Hall Pass Limit Exceptions:

- Default Return to Class Hall Passes do NOT count towards a student's hall pass limit.
- Return to Class Hall Passes can be issued to students who are at their hall pass limit.
- Hall Passes issued via Student Hall Pass Look Up/Hall Monitor Grid allow staff to issue hall passes when hall pass limits are reached. These hall passes DO count toward a student's hall pass limit.



Student Limits Editor

Student Limits Fields

Field	Description

<table>
<tr>
<td>Disable Non-Default Passes</td>
<td>Use this checkbox to determine a student's ability to receive non-default hall passes.
<table>
<tr><th>Checkbox Status</th><th>Description</th></tr>
<tr><td>Checked</td><td>Prevents the student from being issued a hall pass via the Classroom Attendance Kiosk, Teacher Hall Pass View, Student Portal, and Location capacity.
NOTE: When checked, the student is NOT able to receive a non-default hall pass. Start/End Dates are not considered. Exception: Students CAN be issued a hall pass via the Student Hall Pass Look Up/Hall monitor Grid.</td></tr>
<tr><td>Unchecked</td><td>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.</td></tr>
</table>
</td>
</tr>
<tr>
<td>Start Date
Required</td>
<td>The date on which the student's pass limits (daily, weekly, monthly, term) begin. Pass limits for the student are enforced on and after the start date.
NOTE: Limits for Daily, Weekly, Monthly, and Term are calculated using historical passes. If a limit is set in the middle of the day/week/month/term, previously issued passes during that week/month/term count toward the set limit.</td>
</tr>
<tr>
<td>End Date</td>
<td>The date on which the student's pass limits (daily, weekly, monthly, term) end. After this date, pass limits for the student are no longer enforced.
NOTE: Limits are enforced until 11:59:59 PM on the End Date.</td>
</tr>
<tr>
<td>Daily Pass Limit</td>
<td>The number of hall passes the student is allowed per Day. The value entered here overrides any limits set in Hall Pass Settings.
Leave this value set to Global to default to the school's global daily limit for the student. See Hall Pass Settings for more information.</td>
</tr>
</table>

Weekly Pass Limit	The number of hall passes the student is allowed per **Week**. The value entered here overrides any limits set in Hall Pass Settings. Leave this value set to **Global** to default to the school's global weekly limit for the student. See Hall Pass Settings for more information.
Monthly Pass Limit	The number of hall passes the student is allowed per **Month**. The value entered here overrides any limits set in Hall Pass Settings. Leave this value set to **Global** to default to the school's global monthly limit for the student. See Hall Pass Settings for more information.
Term Pass Limit	The number of hall passes the student is allowed per **Term**. The value entered here overrides any limits set in Hall Pass Settings. Leave this value set to **Global** to default to the school's global term limit for the student. See Hall Pass Settings for more information.
Comments	Enter any comments regarding the pass limits set for the student.
Save	Press **Save** to save the changes.

Disable Non-Default Passes for a Student

1. To disable non-default passes for the student, mark the **Disable Non-Default Passes** checkbox.
    1. Leave this option unmarked if non-default passes should not be disabled for the student.
2. Click **Save**.

Set Individual Student Hall Pass Limits

Schools can set an 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. The value entered here overrides the daily limit set in Hall Pass Settings. When the limit is reached, daily hall passes may no longer be issued 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 limited 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. The value entered here overrides the weekly limit set in Hall Pass Settings. When the limit is reached, weekly hall

passes may no longer be issued 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 limited 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. The value entered here overrides the monthly limit set in Hall Pass Settings. When the limit is reached, monthly hall passes may no longer be issued 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 limited 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. The value entered here overrides the term limit set in Hall Pass Settings. When the limit is reached, term hall passes may no longer be issued 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 limited based on the school's term global limit set in Hall Pass Settings.
2. When finished, press **Save**.

NOTE: To ensure Term Limits work properly, be sure the calendar in which the student is enrolled is selected when issuing a hall pass for the student.