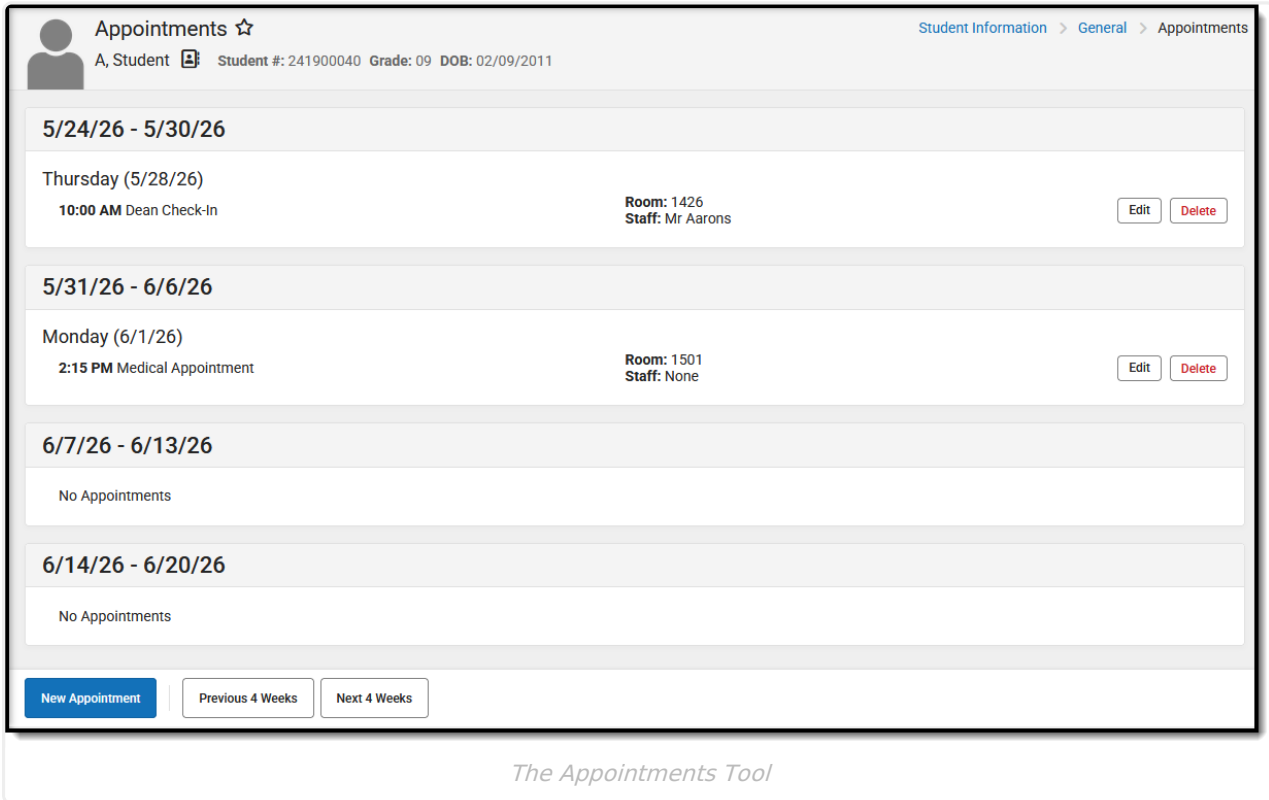


# Appointments Module - 2026

Last Modified on 06/02/2026 10:55 am CDT

"Campus Workflow now fully embraces its namesake (Advanced Attendance and Appointments) with the release of the Appointments Module. This long-awaited feature allows districts to create appointments for their students, with real-time hall passes and notifications delivered to students, reminding them to attend their appointments.



The screenshot displays the 'Appointments' interface for a student named 'A. Student'. At the top, there is a header with the student's name, ID (241900040), grade (09), and date of birth (02/09/2011). Below this, the interface is organized into weekly blocks. The first block covers the dates 5/24/26 to 5/30/26, featuring a Thursday (5/28/26) appointment at 10:00 AM in Room 1426, staffed by Mr. Aarons. The second block covers 5/31/26 to 6/6/26, with a Monday (6/1/26) appointment at 2:15 PM in Room 1501, with no staff assigned. The third and fourth blocks, covering 6/7/26 to 6/13/26 and 6/14/26 to 6/20/26 respectively, both indicate 'No Appointments'. At the bottom of the interface, there are three buttons: 'New Appointment', 'Previous 4 Weeks', and 'Next 4 Weeks'. The interface also includes a breadcrumb trail: 'Student Information > General > Appointments'.

*The Appointments Tool*

Users can schedule Appointments for students with either a room, staff member(s), or both. Appointments can range from a single appointment to a series of appointments a student may need. Multiple students can be scheduled to the same appointment. Appointment settings allow users to create a hall pass for the student(s) 10 minutes prior to their appointment, send an appointment reminder through email and bell notifications to the student(s), and assign an Absence Excuse code for the appointment.

Staff members can mark a student as having attended or not attended their appointment, allowing for tracking of their participation in the appointment (which can be viewed via the Appointment Attendance Report). If the appointment ends early, students may end it in the Student Portal, or staff may end it in the Appointments tool or the Staff Appointment Calendar. This generates the Return to Class pass before the scheduled appointment end time, allowing the student to return to class. Students and Parents can also view appointments on the Student and Parent Portals. However, parents can only view the appointment if the specific appointment is set to be visible to parents.

This new module is great for scheduling student appointments or simply generating a hall pass for a student in the future (such as excusing a sports team for a game). To learn more about the Appointments Module, please visit the Campus Knowledge Base. <insert KB link here

somewhere>"

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