



Appointments Module - 2026

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Campus Workflow now fully embraces its namesake (Advanced Attendance and Appointments) with the release of the Appointments Module. This feature allows districts to create student appointments, including real-time hall passes and notifications delivered to students to remind them of upcoming appointments.



Appointments ☆

A, Student  Student #: 241900040 Grade: 09 DOB: 02/09/2011

[Student Information](#) > [General](#) > [Appointments](#)

5/24/26 - 5/30/26

Thursday (5/28/26)

10:00 AM Dean Check-In Room: 1426
Staff: Mr Aarons [Edit](#) [Delete](#)

5/31/26 - 6/6/26

Monday (6/1/26)

2:15 PM Medical Appointment Room: 1501
Staff: None [Edit](#) [Delete](#)

6/7/26 - 6/13/26

No Appointments

6/14/26 - 6/20/26

No Appointments

New Appointment

Previous 4 Weeks

Next 4 Weeks

The Appointments Tool

Users can schedule student Appointments for a room, staff member(s), or both for a single appointment or a recurring series of appointments that a student may need. Multiple students can be scheduled to the same appointment.

Appointment settings give staff the ability 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 attendance codes for the appointment.

Appointments ☆

A, Student Student #: 111111111 Grade: 09 DOB: 02/09/2011

Update Appointment

5/31/26 - 6/6/26

Monday (6/1/26)
2:15 PM Medical Appointment

Wednesday (6/3/26) TODAY

9:00 AM School Supply Turn-In

3:30 PM Dean Check-In

6/7/26 - 6/13/26

No Appointments

6/14/26 - 6/20/26

No Appointments

6/21/26 - 6/27/26

No Appointments

General

Title (Required)

Attendance Code

Visible to Parent

Description

Weekly Check-In

Create Hall Pass

Create Returning Pass

Hall Pass Type (Required)

Participants/Location

Student(s) (Required)

Staff Member(s)

Room

Recurrence Pattern

Frequency (Required)

End Date Options (Required)

Start Date (Required)

End by Date (Required)

Start Time (Required)

End Time (Required)

Every X Week (Required)

Day(s) of the Week (Required)

[New Appointment](#)

[Previous 4 Weeks](#)

[Save](#)

[Cancel](#)

Staff members can track student participation in the appointment by marking a student as having attended or not attended, 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 can view their appointments on Campus Student; parents can only view the appointment if the specific appointment is set to be visible to parents.

Appointments can be used to schedule student appointments or simply generate a hall pass for a student in the future (such as excusing a sports team for a game).

A user group named Workflow Administrator is automatically created and available in your site. This user group **MUST** be assigned to users to edit the email notification templates students receive for their appointments. Notification templates can be edited in the [Letter Designer](#).

To learn more about the Appointments Module, please visit [Appointments](#).