

Forms – Hall Pass

This feature is used to create a printed pass for students to travel from the classroom to specific locations in the building (not removals). Hall Passes do not initiate notifications.

To create a Hall Pass:

1. Click the Forms tab.
2. Select Hall Pass.
3. The form will display.
4. Select the student from the drop-down.
5. Select the Send to (locations).
6. Select the time.
7. Click Submit Request.
8. The submittal confirmation screen will display.

If you select a school, your request will be reviewed only by staff at that school. If you do not select a school, anyone with permission can approve.

Select School ▼ Title 04/03/2019 Save Draft or Submit Request

HALL PASS

Student: Select One 1 Date: 04/13/19 1:19:03 PM

Student ID: Grade:

Send to (locations): Select One 2

Sender:

Times: Select One 3

OR

Specified Time:

*To create a pass to the clinic, please use the Clinic option on the Removal Form.

Printing a Hall Pass

Make sure to print the pass and give it to the student.

From the confirmation screen:

1. Click the print button.

Your form has been submitted.

 Print Start New Request

Viewing a Hall Pass

To View a list of hall passes you have submitted:

1. Click the History tab on the Hall Pass screen.

Form Drafts Mass Print History

1 Records Export Filter: OFF Toggle Columns

InstanceID	RequestTitle	ApprovalStatus	times_d	staff_c	grade_level_c	student_select	locat
3274	08/26/2019	Approved	Immediately	Chestnut, Timothy	12		Medi