Focus School Software | Hall Pass Module Introduction to Families

PURPOSE

This document outlines the functionality of the Hall Pass module that is available for parents and students.

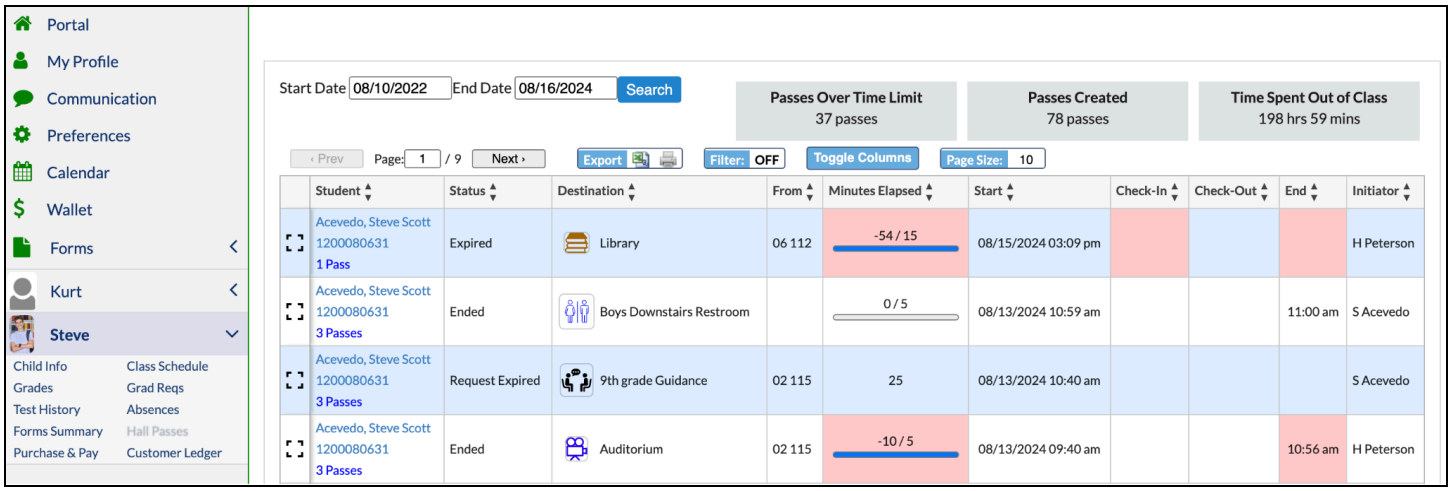
PARENTS

The Hall Passes submenu provides a one-stop shop for parents to view their student's hall passes for the current school year.

The Hall Passes submenu is located in the parent portal beneath the applicable child's name.

At the top of the Hall Pass log there are three summary boxes "Expired Passes," "Total Number of Passes," and "Time Out of Class" for parents. These boxes display the total number of expired passes, total passes, and the accumulated time out of class in hours and minutes within the date range for their student.

Student hall passes will be listed in reverse chronological order, with the most recent pass(es) at the top of the screen. The following columns of data will be displayed on this screen.

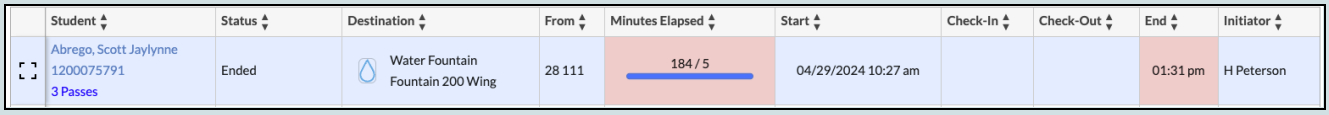


- Student - This column contains the student's name and student ID. The student name/ID acts as clickable links to open student info for the given student. A link for pass(es) opens an additional pop-up where details for the current pass can be viewed. This includes the destination, departing location, pass length, and the name of the individual who approved the pass. Beneath the current pass details, a history of the student's prior passes for the same date as the selected pass will be displayed. This includes the date, time, minutes for which the pass was issued, and location of the previous pass(es).

- Status - This column displays the status of the pass. The following statuses can be assigned to a hall pass.
    - Expired - This will show if the student exceeded the time on the hall pass and Focus automatically expired the pass at the end of the day in which the pass was issued.
    - Request Expired - This will show if no action was taken on a requested hall pass and Focus automatically expired the pass at the end of the period in which the pass was requested.
    - Request Canceled - This will show if the student canceled a requested hall pass before the pass became active.
    - Denied - This will show if a requested hall pass was denied by an administrator or teacher.
    - Ended - This will show if the pass was ended by an administrative user, student, or teacher.
    - Canceled - Attendance - This will show if the pass was canceled by Focus due to the student having a specific attendance code at the time that the pass was scheduled to become active.
- Destination - This column populates with the location category icon and location title for the issued pass.

- From - This column displays the room number for the student's departing location when the pass became active.
- Minutes Elapsed - This column displays the number of minutes that the pass was active (numerator), over the total number of minutes for the issued pass (denominator).

INFO: If a student exceeds the minutes set on the pass length, the Minutes Elapsed column will be highlighted in red.



- Start - This column displays the pass date and the start time of the pass.
- Check-In - This column displays the time the student/teacher/administrator checked the student in for the current pass. This column will remain blank for passes not configured for check-in. This column will display in red for passes in which the check-out surpassed the travel time issued on the pass.
- Check-Out - This column displays the time the student/teacher/administrator checked the student out for the current pass. This column will remain blank for passes not configured for check-in/check-out. This column will display in red for passes in which the check-out surpassed the travel time issued on the pass.
- Ended - This column displays the timestamp that the pass was ended. This column will display in red for passes in which the end time surpasses the length issued on the pass.
- Initiator - This column displays the name of the individual who initiated the request for the hall pass.

STUDENTS

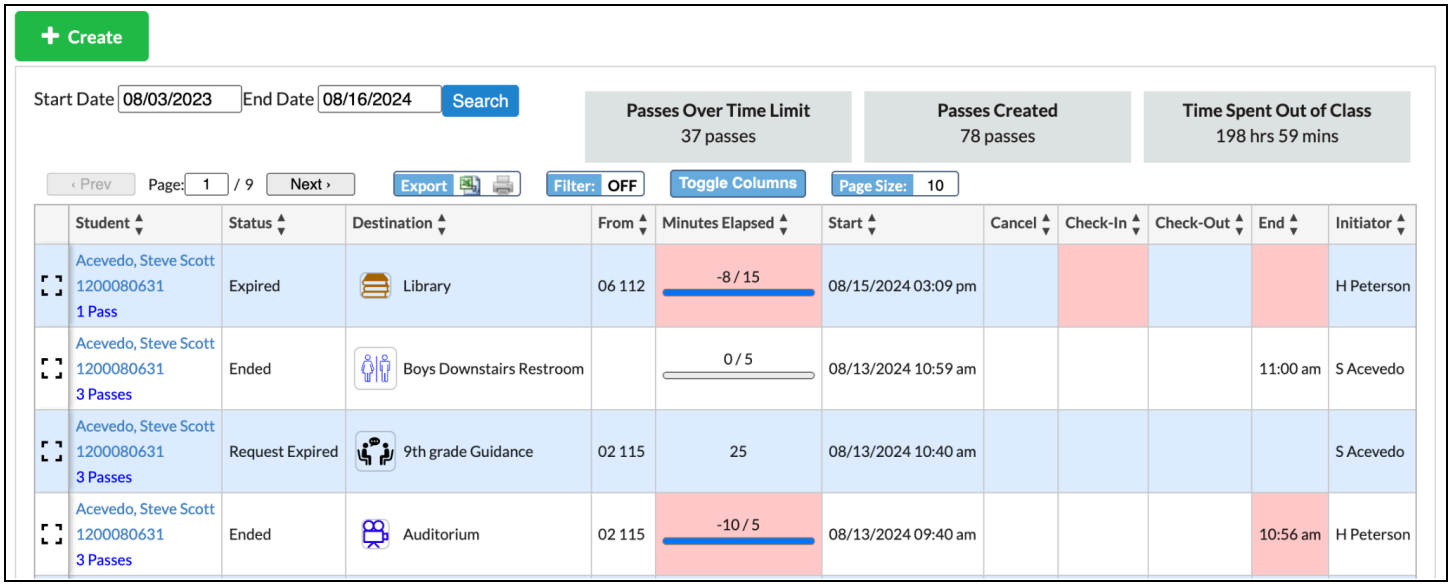
The Hall Passes submenu provides a one-stop shop for students to view their hall pass activity and request hall passes (if the school has a submit hall pass turned on).

The Hall Passes submenu is located in the student portal within the left side menu.

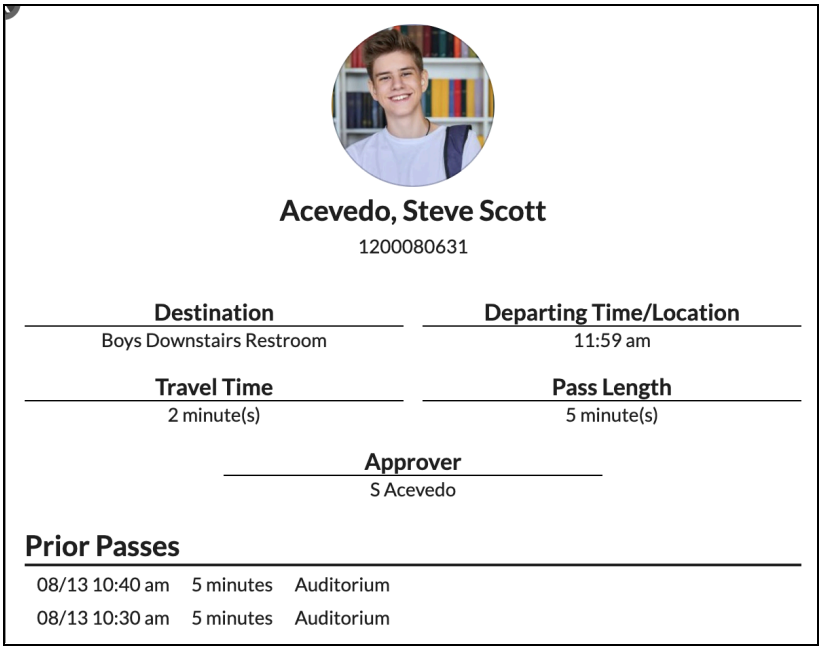
INFO: By default, the date range at the top of the screen will display the current school year to date. Clicking in the start and end date fields allows students to change the date range.

At the top of the Hall Pass log there are three summary boxes "Expired Passes," "Total Number of Passes," and "Time Out of Class" for students. These boxes display the total number of expired passes, total passes, and the accumulated time out of class in hours and minutes within the date range for the student.

Student hall passes will be listed in reverse chronological order, with the most recent pass(es) at the top of the screen. The following columns of data will be displayed on this screen.



- Student - This column contains the student's name and student ID. The student name/ID acts as clickable links to open student info for the given student. A link for { } pass(es) opens an additional pop-up where details for the current pass can be viewed. This includes the destination, departing location, pass length, and the name of the individual who approved the pass. Beneath the current pass details, a history of the student's prior passes for the same date as the selected pass will be displayed. This includes the date, time, minutes for which the pass was issued, and location of the previous pass(es).



Acevedo, Steve Scott

1200080631

Destination	Departing Time/Location
Boys Downstairs Restroom	11:59 am
Travel Time	**Pass Length**
2 minute(s)	5 minute(s)

Approver

S Acevedo

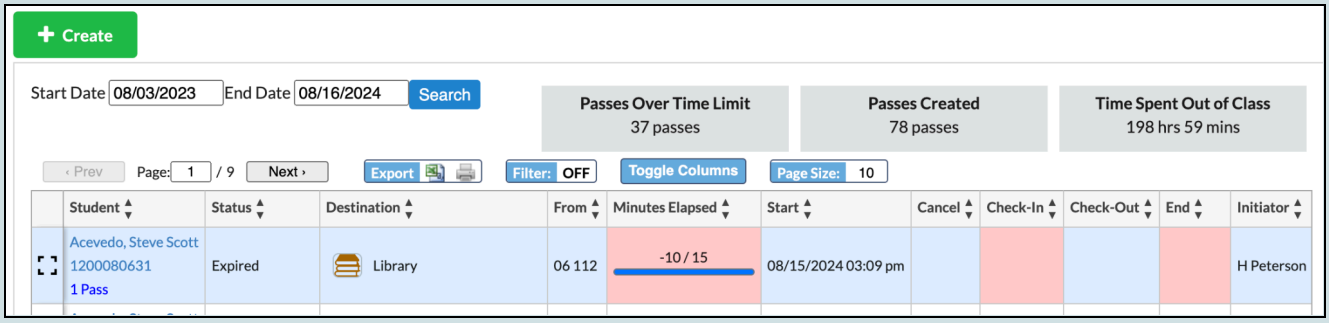
Prior Passes

08/13 10:40 am	5 minutes	Auditorium
08/13 10:30 am	5 minutes	Auditorium

- Status - This column displays the status of the pass. The following statuses can be assigned to a hall pass.
    - Expired - This will show if the student exceeded the time on the hall pass and Focus automatically expired the pass at the end of the day in which the pass was issued.
    - Request Expired - This will show if no action was taken on a requested hall pass and Focus automatically expired the pass at the end of the period in which the pass was requested.
    - Request Canceled - This will show if the student canceled a requested hall pass before the pass became active.
    - Denied - This will show if a requested hall pass was denied by an administrator or teacher.
    - Ended - This will show if the pass was ended by an administrative user, student, or teacher.
    - Canceled - Attendance - This will show if the pass was canceled by Focus due to the student having a specific attendance code at the time that the pass was scheduled to become active.
    - Referral - This will show if a referral has been created for a hall pass.
- Destination - This column populates with the location category icon and location title for the issued pass.
- From - This column displays the room number for the student's departing location when the pass became active.

- Minutes Elapsed - This column displays the number of minutes that the pass was active (numerator), over the total number of minutes for the issued pass (denominator).

INFO: If a student exceeds the allotted time on the pass, the Minutes Elapsed column will be highlighted in red. It will display a negative number indicating the extra time the student has spent beyond the pass limit in minutes.



- Start - This column displays the pass date and the start time of the pass.
- Cancel - If the student has requested the pass and the pass has not yet become active, a Cancel button will display in this column. Upon clicking this button, the student can cancel their hall pass and the hall pass will display with the status of Request Canceled.
- Check-In - If the hall pass is active and the hall pass for the given location is marked for check-in/check-out, a Check-In button will display in this column. Upon clicking this button, this column will display the time the student checked in. This column will also populate the time if a teacher/administrator checked the student in for the current pass. This column will remain blank for passes not configured for check-in. This column will display in red for passes in which the check-out surpassed the travel time issued on the pass.
- Check-Out - If the hall pass is active and the hall pass for the given location is marked for check-in/check-out, a Check-Out button will display in this column. Upon clicking this button, this column will display the time the student checked out. This column displays the time the teacher/administrator checked the student out for the current pass. This column will remain blank for passes not configured for check-in/check-out. This column will display in red for passes in which the check-out surpassed the travel time issued on the pass.
- Ended - If the hall pass is active, this column will display an End button. Upon clicking this button, this column will display the timestamp that the pass ended. This column will display in red for passes in which the end time surpasses the length issued on the pass.

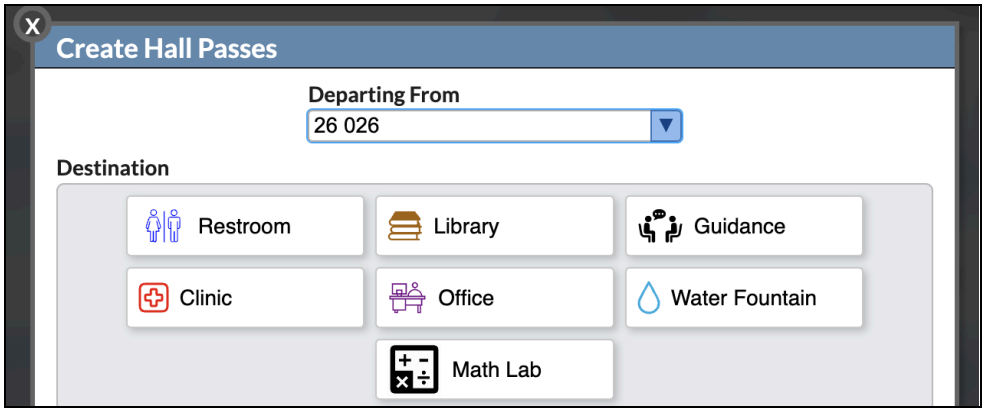
- Initiator - This column displays the name of the individual who initiated the request for the hall pass.

Students may also initiate requests for a hall pass through the student portal. **This feature can vary by school. For example, some of our high school students can only request a bathroom pass at this time.**

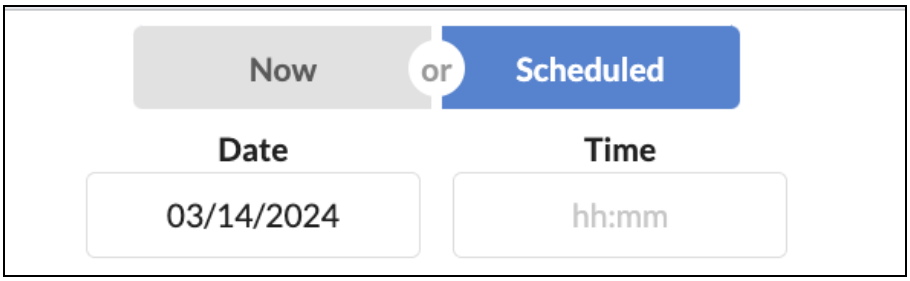
INFO: The Create button in the Hall Passes submenu will only show if the profile permission to Request Hall Pass has been assigned to the student profile.

Students will select the +Create button in the top left. A pop-up will display the following fields that can be input to create the request for the hall pass.

- Departing From - The Departing From drop-down will populate with the room number from the student's schedule at the time the pass is being requested. Destination - Select the location category that corresponds with the destination. Upon selecting a location category, if more than one location is assigned to the location category, the available locations will be displayed below.
    - If only one location is assigned to the location category, no locations will be displayed for selection.
    - If more than six locations are assigned to a location category, the locations will be displayed in a drop-down.



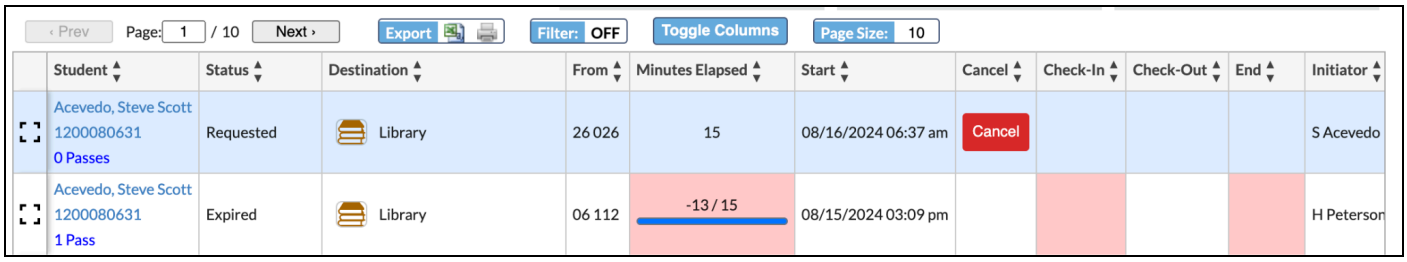
- Now/Scheduled - Select whether the pass will be created for the current time (Now) or scheduled for a future date/time (Scheduled). If Scheduled is selected, enter the date/time for which the pass should be created.



- Departing From - The Departing From drop-down will populate with the room number from the student's schedule at the time the pass is being requested.
- Total Time - The total time field will populate with the number of minutes set for the pass location. Students cannot modify this value.
- Travel Time - The travel time field will populate with the number of travel minutes set for the pass location. Students cannot modify this value.

Students will click Create Hall Pass to submit the request for a hall pass. **This is not available to students during the 2024-2025 school year.**

If the student's request for a hall pass is successfully submitted, and the pass location requires a teacher to approve the request, the request will display at the top of the Hall Passes screen with the status of Requested.

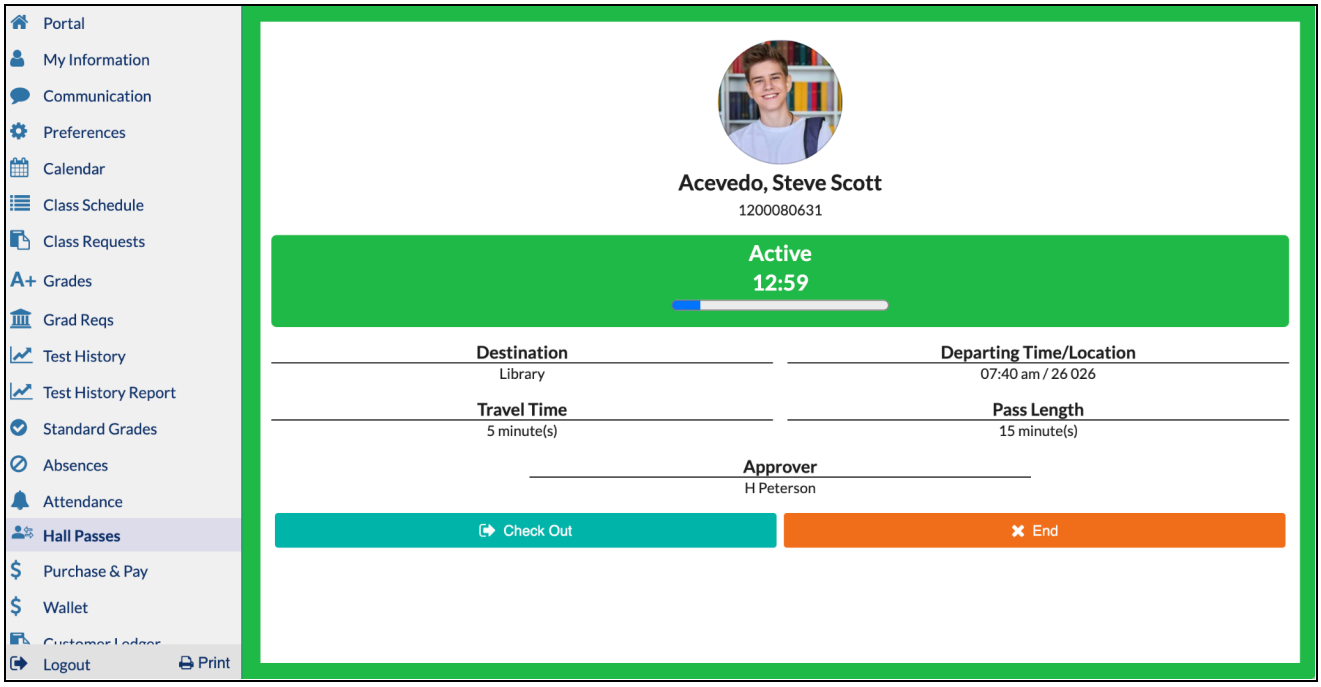


Once a student hall pass becomes active, students will see the pass displayed in the student portal.

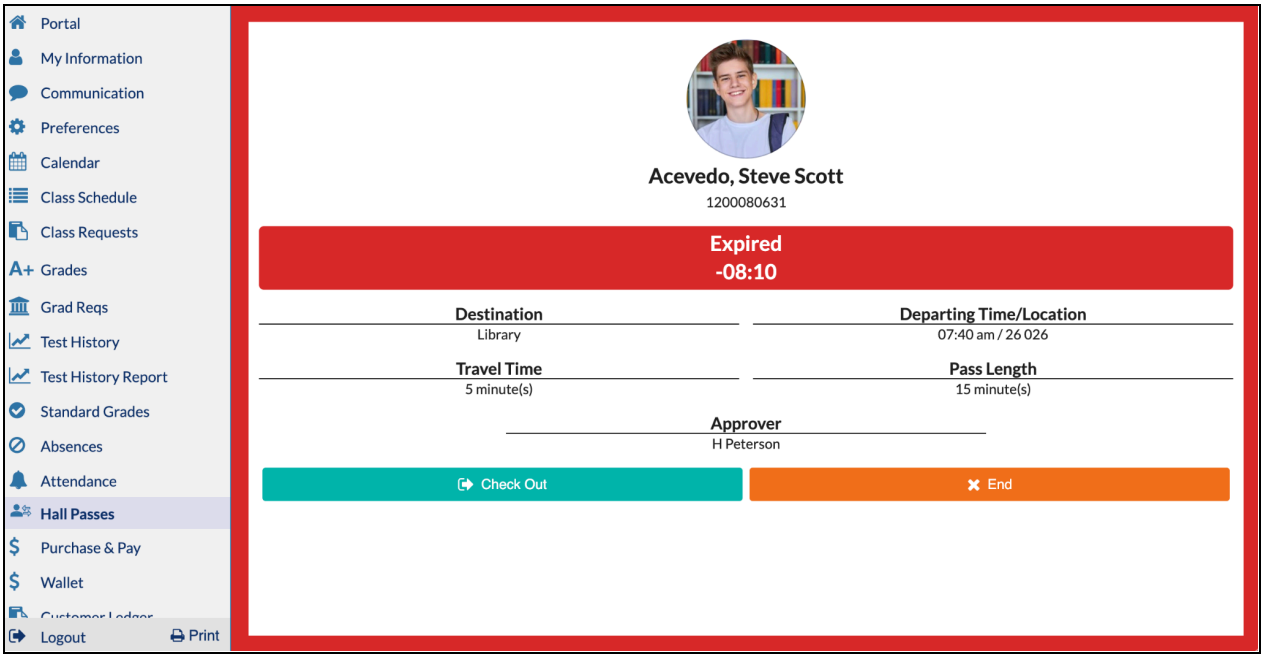
To display an active hall pass, students will select the Hall Passes submenu on the left side of their portal. When a pass is active, the pass details such as the destination, departing time/location, travel time, pass length, and approver will be displayed on the screen.

The center of the pass will display the pass status, along with a count-down feature. The count-down in the center of the screen will display how many minutes/seconds remain before the total time of the pass runs out.

Active passes will be displayed with a green outline and the status of Active in the center of the screen.



Expired passes (when the student has exceeded the total time set on the pass) will be displayed with a red outline and the status of Expired in the center of the screen.



If permissions are enabled and the preference to allow students to end their passes is checked, students can complete passing actions, such as checking in or out of a location or ending their hall pass, via the student portal. The date and time of the action will be displayed in the Hall Passes submenu for teachers and administrators.