



Al-Ameen College Hall Pass Procedure

Years 1 - 3 can laminate their hall passes and reuse them only writing the student's name, date and departure time. Teachers will need to keep a log book of departure and return time of students for our records.

Years 4 – 6 through to High School will need to fill a hall pass per student. Do not throw your hall passes away, please keep them for up to a week, as we may approach you and ask for them if needed for any investigations.

The reason for time out and time in, is to watch student tardiness, truancy and to narrow down who was out of class and matching it up with bathroom damage, vandalism, food waste, etc.

 HALL PASS Date: _____ Student : _____ Destination: [Bathroom] [drink] [library] [office] Departure time: _____ Teacher: _____ Room number: _____	 HALL PASS Date: _____ Student : _____ Destination: [Bathroom] [drink] [library] [office] Departure time: _____ Teacher: _____ Room number: _____
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