

Al-Ameen College Hall Pass Procedure

Years 1 - 3 can lamenate their hall passes and reuse them only writing the student's name, date and depature time. Teachers will need to keep a log book of depature 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.

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HALL PASS	HALL PASS
Date:	Date:
Student :	Student :
Destination: [Bathroom] [drink] [library] [office]	Destination: [Bathroom] [drink] [library] [office]
Departure time:	Departure time:
Teacher: Room number:	Teacher: Room number:
Walter Carlo	Walker Colored
HALL PASS	HALL PASS
Date:	Date:
Student :	Student :
Destination: [Bathroom] [drink] [library] [office]	Destination: [Bathroom] [drink] [library] [office]
Departure time:	Departure time:
Teacher: Room number:	Total Control
reactier. Room number.	Teacher: Room number:
reactier. Noon number.	leacner: Koom number:
reactier. Koom number.	leacner: Koom number:
STATE CARE	STAN COLVER
HALL PASS	HALL PASS
WANTER CHARLES	STAN COLVER
HALL PASS	HALL PASS
HALL PASS Date:	HALL PASS Date:
HALL PASS Date: Student:	HALL PASS Date: Student :
HALL PASS Date: Student : Destination: [Bathroom] [drink] [library] [office]	HALL PASS Date: Student: Destination: [Bathroom] [drink] [library] [office]
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