

Hallway pass log with daily sign-out tracking, weekly summaries, printable passes and family communication. Fillable PDF.

PASSSES		Printable Bathroom Hall Pass Cards	
Cut these pass cards and give them to students. They carry them to the bathroom or leave one on the clipboard as a visual of who is out. Print these hall pass cards and cut them out. Give them to students, or lay one on the sign-out log as a visual marker showing who is out. Students return the pass to the desk when they return to the room.			
HALL PASS Bathroom Time Out _____ Return by _____	HALL PASS Bathroom Time Out _____ Return by _____	HALL PASS Bathroom Time Out _____ Return by _____	HALL PASS Bathroom Time Out _____ Return by _____
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How the Sign-Out Sheet Works

The log, the summary, and the reference pages. Set up the roster once at the start of the week; students initial the log each time they leave and return.

WHEN	PAGE	WHAT GETS WRITTEN
Daily, throughout the day	Daily log (6 or 7)	Student initial, time out, time back, and notes as each student leaves
Daily end-of-day	Daily log (6 or 7)	Calculate duration (minutes out) and check for any unusual activity
Every Friday or weekly	Weekly summary (8)	Roll up totals: trips per student, total for the day, average duration, busiest times
As needed	Patterns bank (10)	Flag if a student has too many trips, is out too long, or absences follow a pattern

What this file is not

Not a disciplinary log and not a clinical assessment. This file tracks who leaves the room, when, and how long they are out — data for the teacher and team to notice patterns. Your district's bathroom policy gets a blank line to write it on.

The one habit the log assumes

- ☐ Students initial as they leave and again when they return (or the teacher records it for them).
- ☐ Times are written as the student leaves and returns, not estimated at the end of the day.
- ☐ Data only: time, who, and duration — no judgment or clinical interpretation on the page.

Your classroom's own rules (write them here once)

BASELINE FREQUENCY: HOW MANY BATHROOM TRIPS PER DAY IS OK FOR THIS CLASS OR STUDENT

WHAT COUNTS AS UNUSUAL (TOO MANY IN ONE DAY, ABSENCE DURING A SPECIFIC TIME, ETC.)

EXPECTED DURATION: HOW LONG SHOULD A TYPICAL BATHROOM TRIP TAKE

WHO IS RESPONSIBLE FOR RECORDING AND WHAT HAPPENS IF A STUDENT FORGETS TO SIGN OUT

DAILY Daily Bathroom Sign-Out Log

One day: time out, student initial or ID, time back, duration (auto-calculated or filled), and notes on anything unusual.

DAY OF WEEK

[illegible]

How to fill it

Time Out: the time the student left the classroom. **Student:** the initial or ID code from the roster (page 5). **Time In:** the time the student returned. **Duration:** how many minutes out (you can calculate it here or at the end of the day). **Notes:** anything unusual or anything the teacher or team should know.

DAILY Sub, Para & Specials Sign-Out Log

For a substitute, paraprofessional, or specials/related-arts teacher covering the room, or for younger students who cannot write the times themselves — the covering adult records time out, student name or ID, and time back.

A substitute, paraprofessional, or specials/related-arts teacher covering the room may not know each student's sign-out habits, and younger students may not be able to write the times themselves — either way, the covering adult records who went out and when they returned. The times go in from the roster (page 5) or from notes left by the regular teacher.

[illegible]

How to fill it

The covering adult writes every line. **Time Out:** when the student left. **Student:** the full name or ID. **Time In:** when they returned. **Duration:** minutes out (time in minus time out). **Notes:** anything unusual. This page does not require a student initial, since the person filling it in is often meeting the class for the first time.

Hall Pass Expectations and Family Communication

What families should know about the bathroom routine, frequency expectations, and the teacher's hall-pass policy. Sent home at the start of the year or as needed.

This page goes home to families to explain the bathroom routine and expectations. Send it at the start of the year or when procedures change. Fill the blanks with your classroom policy.

TEACHER NAME

DATE

CLASSROOM

Our Bathroom Routine

In our classroom, students may use the bathroom [_____] (example: 3 times per day, during transition times, if they ask). We keep track of who goes out and when they return so we know everyone is safe and on schedule.

What We Expect

- Bathroom trips should take about [_____] minutes.
- Students [_____] (use bathroom before/after specials/lunch or ask ahead of time).
- We use [_____] (describe your system: initials, passes, hand up, etc.).

If There is a Concern

Questions from Family

Questions We Hear Most

Why track this at all? So the classroom knows what is typical for each student, and a change — more trips, longer trips, a different pattern — gets noticed instead of missed.

Will my child be singled out? No. Every student in the roster is logged the same way; this is a classroom routine, not a behavior plan.

What if we have a medical reason for more frequent trips? Note it on this page under “If There is a Concern” and let the teacher know directly — the log then reads as expected, not unusual.

Who sees the log itself? The teacher and any staff in the room that day. It is not sent home or shared outside the classroom team unless a pattern on page 10 leads to a conversation with your family directly.

Bathroom Routine Expectations and Teacher Notes

One place for the classroom's own hall-pass rules, expected frequency, what counts as unusual, and reminders for the whole team.

BATHROOM ROUTINE POLICY (WRITE ONCE, USE ALL YEAR)

HOW STUDENTS REQUEST BATHROOM ACCESS (HAND UP, PASS SYSTEM, ASK QUIETLY, ETC.)

HOW MANY TIMES PER DAY IS OK FOR THIS CLASSROOM OR GROUP

EXPECTED DURATION PER TRIP

TIMES OF DAY WHEN BATHROOM IS NOT ALLOWED (E.G., DURING INSTRUCTION, FIRST 10 MIN OF CLASS)

WHAT THE LOG SYMBOLS MEAN

Signs to flag during data review

More than baseline per day, trips longer than expected, trips during specific times or activities, returning with behavior or health concerns.

What to do if you see a pattern

Note it on the log or the observations page (10). Talk with the student or family. Check with the team if there is a medical or behavior reason. Adjust the routine or supports as needed.

Other Team Notes

WHEN TO REVISIT THIS POLICY

REVIEW DATE (START OF YEAR, SEMESTER, OR AS NEEDED)

WHO APPROVES A CHANGE TO THIS POLICY

A policy that no longer matches what is actually happening in the room is harder to follow than no policy at all. Revisit it whenever the pattern on page 10 shows the real numbers no longer fit what is written here.

Where This Page Lives in the Binder

Pair this reference page with Tab 2 on the organizer (page 12) — it is the page a substitute or a new paraprofessional should read first, before touching the daily log.

EXAMPLE

One Day and One Week, Filled In

An invented second-grade classroom in spring. Every number is made up; every total is added on the page so the arithmetic can be checked.

One Day of Sign-Out Logs (Page 6) — Mrs. Chen's Room (invented)

Morning of spring, Monday: Six bathroom trips were logged

TIME OUT	STUDENT	TIME IN	DURATION	NOTES
8:45 AM	JL	8:48 AM	3	Quick trip
9:15 AM	TR	9:20 AM	5	—
10:30 AM	MK	10:32 AM	2	Seemed urgent
11:45 AM	JL	11:48 AM	3	Second time today
12:30 PM	TR	12:35 PM	5	After lunch
1:15 PM	SQ	1:18 PM	3	—

Data: 6 trips, 21 minutes total, averaged 3.5 min/trip. Two requests from JL and TR. All back within 5 minutes.

Weekly Summary (Page 8)

DAY	TOTAL TRIPS	AVG DURATION (MIN)	NOTES
Monday	6	3.5	Routine day
Tuesday	7	3.8	Two during read-aloud
Wednesday	5	3.2	Quieter day

The week: 18 bathroom trips over three days, averaging 3.5 min/trip. Tuesday was busier (two students during read-aloud time). All trips under 6 minutes. No concerns.

Why these numbers check

All data was recorded as it happened on the daily log. The weekly summary is a count and average of those entries — addition only, no new arithmetic.

Carrying It to the Pattern Page (Page 10)

JL appears 2 times in this single morning — the kind of count that belongs on page 10 as “Had 2 bathroom trips today” rather than staying buried in the daily log. Tuesday’s two read-aloud-time trips (weekly summary) is the same move: a number from the table becomes one dated line on the Follow-Up Tracker, with who was told and whether anyone followed up.