

Washington Township High School

519 Hurffville - Cross Keys Road, Sewell, NJ 08080

Phone (856) 589-8500 - Fax (856) 218-0991

Instructional Media Center

Using the IMC During Study Hall

Students wishing to use the IMC during study hall may do so by first making a reservation via the IMC homepage or from within the Schoology group titled “**IMC Student Resources**.” Upon making the reservation an email confirmation will be sent to the email address provided. This email will act as your pass and you will need to show it to your study hall teacher **BEFORE** you report to the IMC.

Once a reservation is made, students will be expected to report to the IMC during the time of their reservation. To cancel a reservation, go back to the confirmation email that was sent to you after you signed up and click “**Edit Reservation**” at the bottom of the email. This will bring you back to your sign up. Simply click “**Delete**” to delete your reservation.

Students coming to the IMC from study hall must be here within the first 10 minutes of the start of the class. Students arriving after the initial 10 minutes will need to have a pass or will be written up as “cut/excessive lateness.”

Students reporting to the IMC for study hall are expected to stay in the IMC for the duration of the class period. They will not be sent back to study hall.