

Absences/Makeups Report

Last Modified on 11/03/2020 12:29 am EST

When Jackrabbit is set to track absences, you will find the **Absences-Makeups report** under the **Reports** menu, in the *Families/Students* category (*Students* tab) or *Classes/Enrollment* category (*Attendance* tab). Several filters are available to select which classes you want to look at.

Class Attendance in Staff Portal



The same situation is also used in the [Attendance Report](#) Help article to contrast the difference between tracking attendance vs tracking absences.

In this class, there are four students enrolled in the Ballet - Beg - F class. When attendance was taken in the Staff Portal there were three students present and one student absent.

Attendance		News	My Schedule	My Time Card	Manage Classes	Clock-In	Actions
Return	Save	All Present	All Absent	Undo			
Friday, Feb 14 2020							
Class		Ballet - Beg - F	Skills/Levels	Email	Example of class attendance: 4 enrolled students; 3 present and 1 absent with Can Makeup? box checked.		
Students 4 enrolled, 0 makeups							
	Sarah Barnhardt Heather Barnhardt (704) 985-6548 ATTENDANCE SEND EMAIL DETAILS			Present	Absent		
	Janet Best Melissa Best (704) 999-5819 ATTENDANCE SEND EMAIL DETAILS			Present	Absent	<input checked="" type="checkbox"/> Can Makeup?	<div>Note Out of town for a family event</div>
	Samantha Best Melissa Best (704) 999-5819 ATTENDANCE SEND EMAIL DETAILS			Present	Absent		
	Ashley Kunz Jacqueline Kunz (704) 641-6015 ATTENDANCE SEND EMAIL DETAILS			Present	Absent		

Absences-Makeups Report

The *Absences-Makeups* report for the class above looks like this. This student is eligible for a makeup class for the class she missed. The note created in the Staff Portal shows in the *Note* column.



Absences-Makeups Report

← RETURN

✉ EMAIL

View 1 - 1 of 1		<div>Print</div>	<div>Export</div>	<div>Refresh</div>	10 columns hidden		<div>Show/Hide Columns</div>	<div>Restore Columns</div>		
Student	Class Name	Instructor	Absence Date	Note	Family Home Phone	Billing Email	Elig.?	Makeup Exp. Date	Email All	
<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>	<div>Search</div>		
Janet Best	Ballet - Beg - F	Heather B.	2/14/2020	Out of town for a family event.	Best (704) 999-5819	MBestie@example.com	Yes	6/30/2020	<div></div>	

Absences in the Class Record

The *Absences* tab on the *Class* record shows 1 student was absent from the class.



Class: Ballet - Beg - F

← RETURN

💾 SAVE CHANGES

🗑 DELETE

Class Roll	Enroll Student	Email/Text Class	Enter Absences	Absence/Attendance	Post Class Transactions	Copy Class	Mass Drop	Sizes/Measurements	Archive Class		
Summary	Enroll List	Drop List	Absences	Makeups	Wait List	Instructors	Lesson Plan	Skills/Levels	Misc	Costumes	Notes (0)
Absences											
View 1 - 1 of 1	Print		Click student name to open the student record.			Click # Absences link to view makeup information.					
	Last Absence		Student		Age		# Absences				
1	2/14/2020		Janet Best		8		1				



Staff members can *Schedule Future Absences* in the Staff Portal. Click on *Absent* and select the *Schedule Future Absences* option and complete the steps. Refer to **Take Attendance in the Staff Portal** for more information.