Schedule Makeups in the Parent Portal

Last Modified on 11/03/2020 12:30 am EST

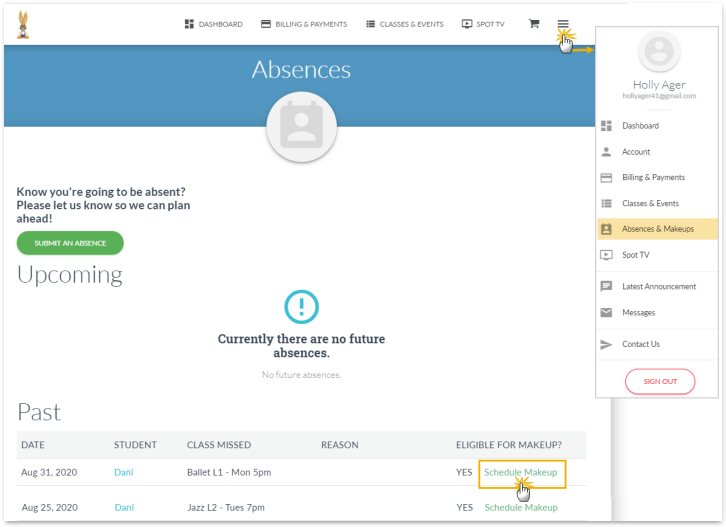
When you track absences in Jackrabbit (**vs. tracking attendance**), and offer makeups, you can allow parents to schedule makeup classes through their Parent Portals.

*There are several settings that control absences in the Parent Portal.**Review these settings.***

Schedule a Makeup for a Past Absence

Parents can schedule makeups from the**Absences & Makeups** page in the Parent Portal following these steps:

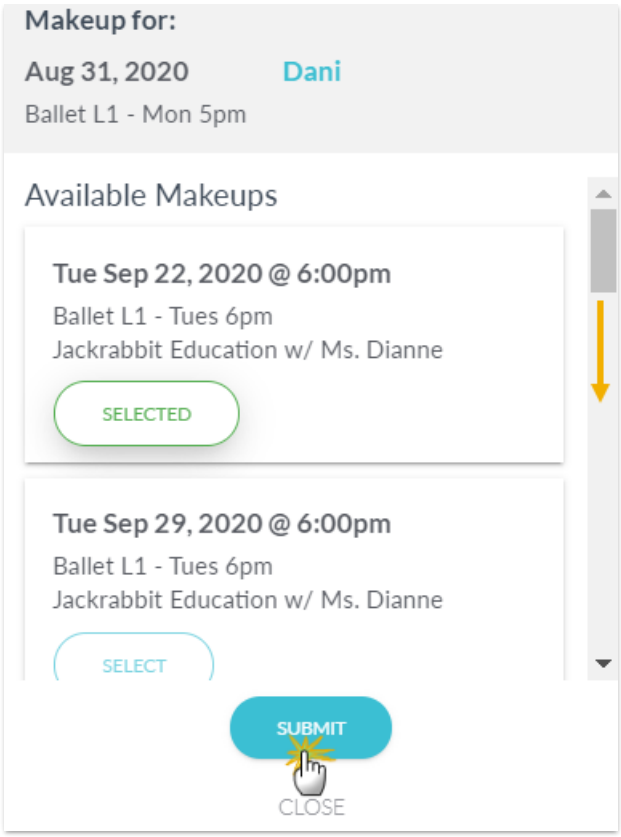
1. From the *Menu* (icon) ☰ , select **Absences & Makeups.**
2. In the *Past* section, locate the absence to be made up and click **Schedule Makeup**.



A window opens with the absence information, the student's name, and the

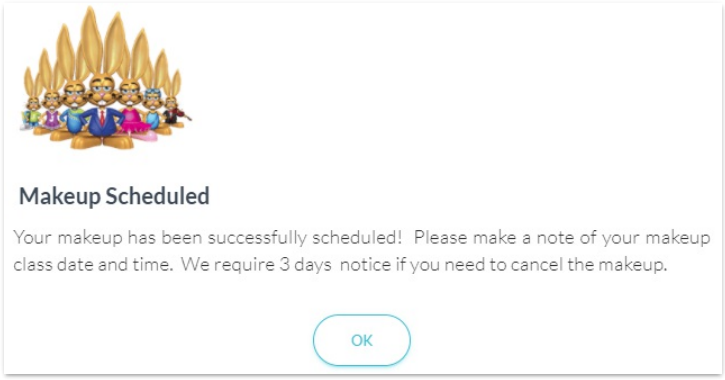
available makeup classes (max of 100 classes displayed).

3. Click to **Select** the desired makeup class.
4. Click **Submit**.



If a Makeup success message has been created in **the Parent Portal Absence & Makeup Settings**, it will display to confirm the submission of the makeup.

5. Click **OK** to return close out the window.



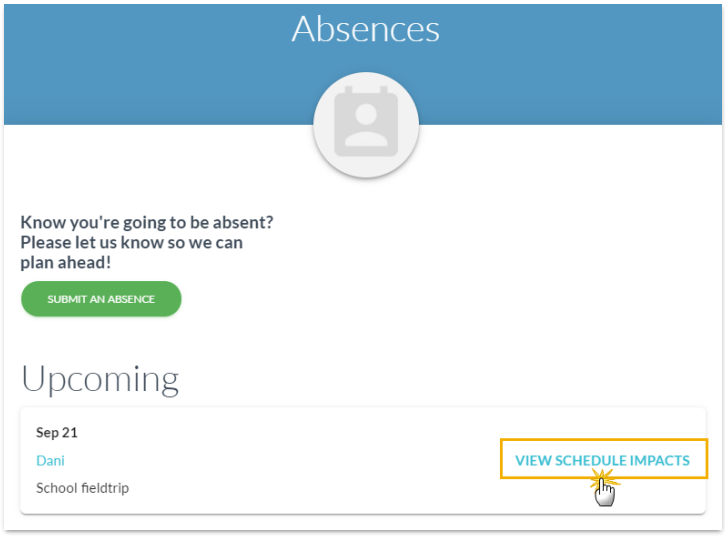
Schedule a Makeup for an Upcoming Absence

When **scheduling an absence in the portal**, parents can schedule a makeup at the same time, if permitted according to the *Makeup scheduling rules* defined in the **Parent Portal makeup settings**.

When an absence has been submitted in the Parent Portal, the parent is returned to the **Absences & Makeups** page, and

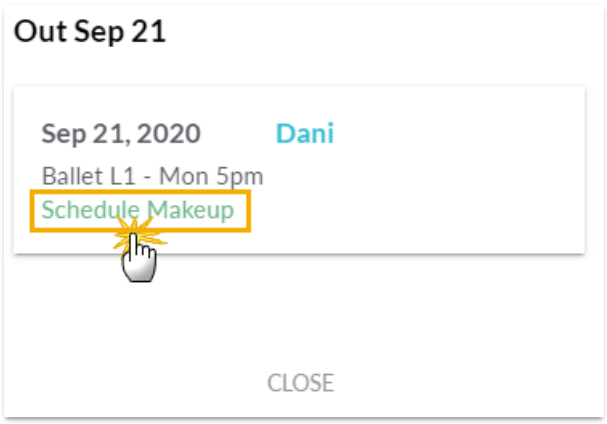
the absence that was scheduled appears in the *Upcoming* section.

1. Click **View Schedule Impacts** to see the classes that will be missed due to the absence.



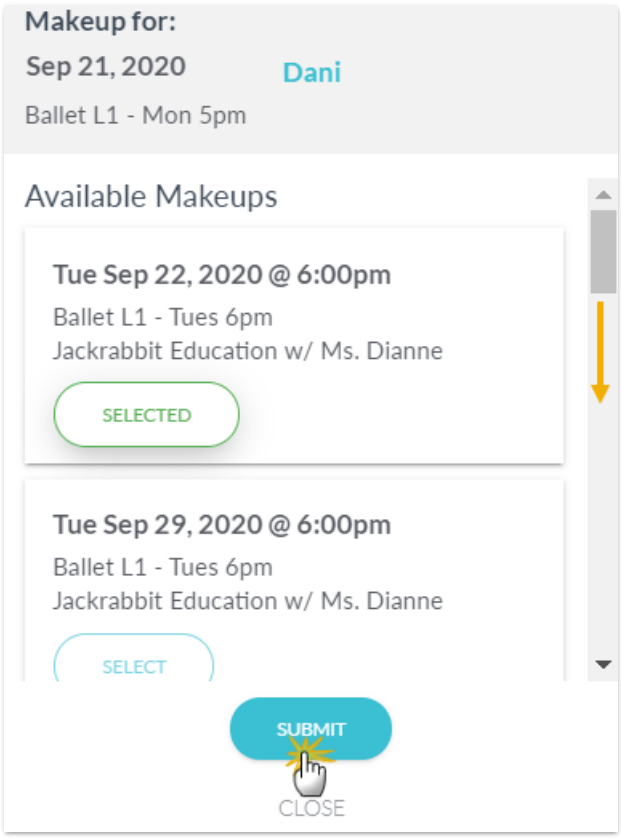
A window opens with the absence information and the student's name.

2. Click **Schedule Makeup**.



A window opens with the absence information, the student's name, and the available makeup classes (max of 100 classes displayed).

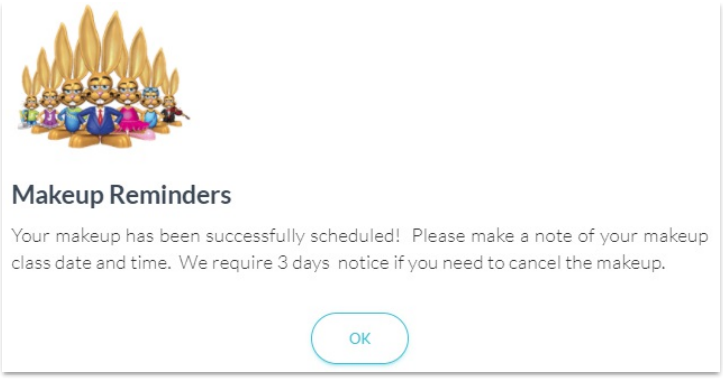
3. Click to **Select** the desired makeup class.
4. Click **Submit**.



If a Makeup success message has been

created in **the Parent Portal Absence & Makeup Settings**, it will display to confirm the submission of the makeup.

5. Click **OK** to return close out the window.



To help you introduce this awesome feature to your families, share this great video which is included in an email template we've created for you!