

# 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.

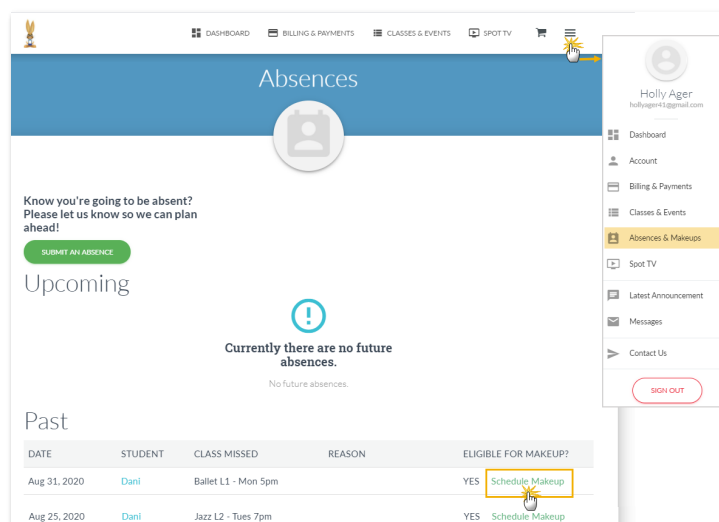


*There are several settings that control absences in the Parent Portal. [Review these settings.](#)*

## 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**.

**Makeup for:**  
**Aug 31, 2020** **Dani**  
Ballet L1 - Mon 5pm

**Available Makeups**

**Tue Sep 22, 2020 @ 6:00pm**  
Ballet L1 - Tues 6pm  
Jackrabbit Education w/ Ms. Dianne

SELECTED


**Tue Sep 29, 2020 @ 6:00pm**  
Ballet L1 - Tues 6pm  
Jackrabbit Education w/ Ms. Dianne

SELECT

SUBMIT  
CLOSE

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.



**Makeup Scheduled**

Your makeup has been successfully scheduled! Please make a note of your makeup class date and time. We require 3 days notice if you need to cancel the makeup.

OK

## Schedule a Makeup for an Upcoming Absence

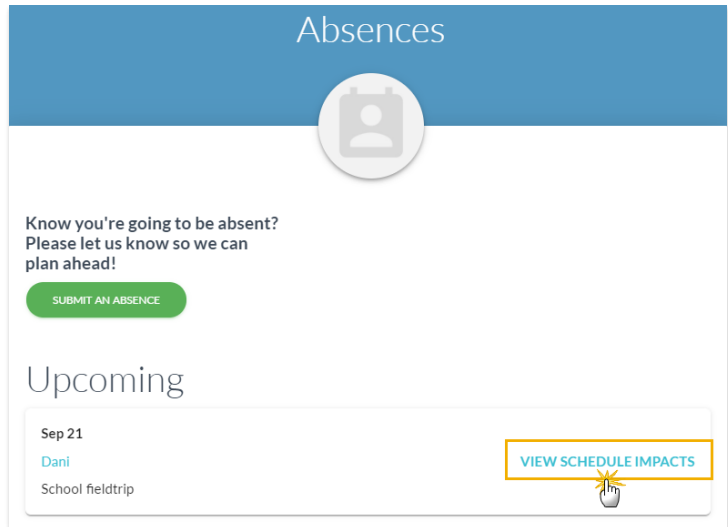
When [scheduling an absence in the portal](#), parents can schedule a makeup at the same time, if permitted according to the *Makeup scheduling rules* defined in the [Parent Portal makeup settings](#).

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

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

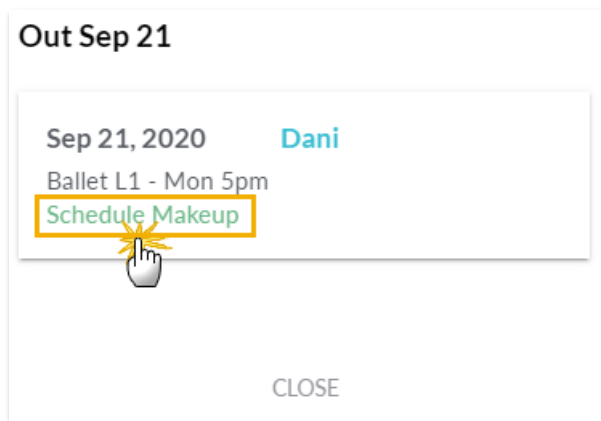
1. Click **View Schedule Impacts** to see the classes that will be missed due to the absence.



The screenshot shows the 'Absences' page. At the top is a blue header with the title 'Absences' and a calendar icon. Below the header, there is a message: 'Know you're going to be absent? Please let us know so we can plan ahead!' with a green button labeled 'SUBMIT AN ABSENCE'. Underneath is the 'Upcoming' section, which lists an absence for 'Sep 21' for a student named 'Dani' with the reason 'School fieldtrip'. To the right of this entry is a yellow button labeled 'VIEW SCHEDULE IMPACTS' with a hand cursor icon pointing at it.

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

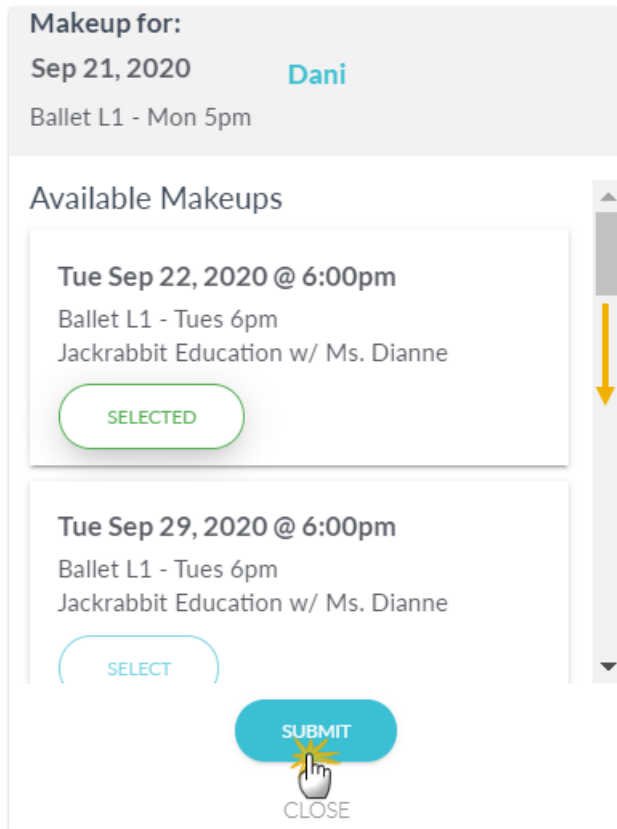
2. Click **Schedule Makeup**.



The screenshot shows a window titled 'Out Sep 21'. It contains the date 'Sep 21, 2020', the student's name 'Dani', and the reason 'Ballet L1 - Mon 5pm'. Below this information is a yellow button labeled 'Schedule Makeup' with a hand cursor icon pointing at it. At the bottom right of the window is a 'CLOSE' button.

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**.



The screenshot shows a window titled 'Makeup for: Sep 21, 2020' for student 'Dani' with reason 'Ballet L1 - Mon 5pm'. It lists 'Available Makeups' with two options: 'Tue Sep 22, 2020 @ 6:00pm' and 'Tue Sep 29, 2020 @ 6:00pm', both for 'Ballet L1 - Tues 6pm' with 'Jackrabbit Education w/ Ms. Dianne'. The first option has a green 'SELECTED' button, and the second has a blue 'SELECT' button. At the bottom right are 'SUBMIT' and 'CLOSE' buttons, with a hand cursor icon pointing at the 'SUBMIT' button.

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.



#### Makeup Reminders

Your makeup has been successfully scheduled! Please make a note of your makeup class date and time. We require 3 days notice if you need to cancel the makeup.

OK

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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!

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