

Allow Parents to Schedule Absences in the Parent Portal

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Tracking when students are absent from, or present in, class provides important metrics for your organization; attendance is a critical factor in your students' success.

To accommodate different workflows, Jackrabbit offers several ways to **record absences** (when tracking absences) or **record attendance** (when tracking attendance).


One of the ways attendance can be recorded is by allowing parents to schedule absences for their students through their Parent Portal.

- ★ Save administrative hours and offer convenience by letting parents schedule their students' absences.
 - ★ Parents can schedule absences for multiple students, for a range of dates, at the same time.
 - ★ If you allow makeups (when tracking absences), save even more time and **allow your parents to schedule makeups in their Parent Portal**.
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- Step 1



Define the **Settings That Control Absences and Makeups in the Parent Portal**
- Step 2



Families will **schedule absences in the Parent Portal**
- Step 3



Monitor absences scheduled in the Parent Portal
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