Settings That Control Absences and Makeups in the Parent Portal

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When you utilize the Parent Portal, you can**allow your parents to schedule absences through their portals**. This option is available regardless of whether you**track absences or track attendance**in Jackrabbit.

If you track absences, you'll have the option of offering makeups for missed classes. If you do offer makeup classes, you can also **allow your parents to schedule makeups in the Parent Portal**

There are several settings throughout Jackrabbit that control a parent's ability to schedule absences and makeups in the Parent Portal.

Tools menu > *Parent Portal > Settings*	Select the**Show Student Absences/Attendance**check box, in the *Family Information Settings*, to add an**Absences** or **Attendance** tab to each student's record within the Parent Portal. From that tab, parents can view and print a history of absences (or attendance) for their students. If you allow parents to schedule absences in their portals, a button will display that opens the *Schedule Future Absences* modal.
Makeup Settings	When tracking absences, the Makeup Settings define how eligibility for makeups is determined and whether or not there is a time limit on when makeups are offered. These settings control makeups in general, both in your Jackrabbit database and in the Parent Portal (if you allow parents to schedule makeups via their portals).
Parent Portal Absence & Makeup Settings	Control whether parents can schedule absences in the Parent Portal, define the window of time in which the absence can be scheduled, and choose which past absences will display in the portal. Will you allow your parents to schedule makeups? If so, determine which classes display for makeup selection in the portal. Define when makeups can be scheduled and if parents can cancel scheduled makeups.
	Control a specific contact's ability to manage absences and makeups in the family's portal. This setting will default to selected (= *yes*) when you opt to allow parents to schedule absences &/or makeups in the

Family record > *Contact* record > *Portal Information*	Parent Portal Absence & Makeup Settings. Clear the check box to remove the ability for a specific contact. **Contact: Holly Ager** ← RETURN 💾 SAVE CHANGES 🗑 DELETE **General Information** Family Ager **Portal Information** Reset Portal Password Login ID hollyager41@gmail.com ☑ Allow to login to Parent Portal ☑ Allow to manage absences and makeups in the Parent Portal Last Login 6/18/2020 12:38:00 AM # Logins 51