Parent Portal Absence & Makeup Settings - Organization Defaults

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When you utilize the Parent Portal, you canallow parents to schedule absences through their portals. This option is available regardless of whether youtrack 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 makeups, you can also allow 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; review the various settings.

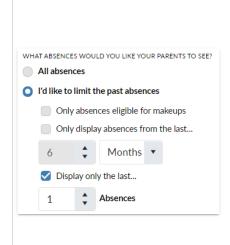
In this article we'll specifically cover the **Parent Portal Absence & Makeup Settings**, located in the *Organization Defaults*, from **Tools** (menu) > **Edit Settings**.

Expand each section to learn about the related settings.

Parent Portal Absence Settings

These settings control how absences display in the Parent Portal on the Absences (or Attendance) tab in the student record and on the Absences & Makeups page (from the hamburger menu). They define whether or not you will allow parents to record absences in their portals and control when they can be scheduled.

Absences display rules	
	What Absences Would You Like Your Parents to See?
	Select which absences you want to display in the Parent Portal:
	All absences - all recorded absences will display.



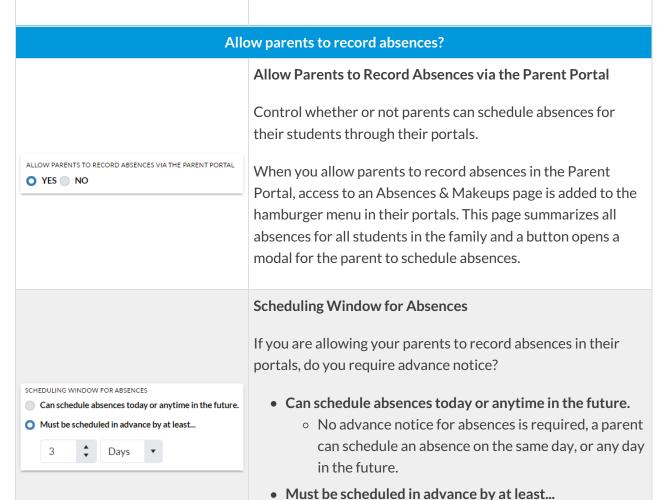
- I'd like to limit the past absences- limit the past absences that display to:
 - Only absences eligible for makeups- Only absences that were marked as eligible for makeup will display.
 - Only display absences from the last...- Display only absences that occurred during a specified number of days, weeks, or months.
 - Display only the last... Limit the number of past absences that will display.

These three rules can be used in conjunction with each other.

An absence is displayed for each class a student missed; if several classes were missed on one day, each class counts as an absence.

o Set the number of days, weeks, or months of

advance notice that you require.



Parent Portal Makeup Settings

If you offer makeups (when tracking absences), these settings define whether or not your parents can schedule makeups in their portals, outline the rules for which classes will be available for makeup, determine when makeups can be scheduled, and specify if parents can cancel makeups they've scheduled.



These settings are dependent on the selections made in your Makeup Settings; if they are set to "Never Allow Makeups", the settings covered below are hidden.

Allow parents to schedule makeups?	
ALLOW PARENTS TO SCHEDULE MAKEUPS VIA THE PARENT PORTAL YES NO	Allow Parents to Schedule Makeups via the Parent Portal Control whether or not parents can schedule absences for their students through their portals.
ONLY ALLOW MAKEUPS IN CLASSES WITH AT LEAST ONE STUDENT ENROLLED YES NO	Only Allow Makeups in Classes with at Least One Student Enrolled Set this to yes to avoid a makeup being booked in a private lesson that has an opening.
Makeup class similarity rules	
SAME LOCATION? YES NO YES NO SAME GENDER? YES NO YES NO SAME GENDER? YES NO SAME CATEGORY 1? YES NO SAME CATEGORY 2? YES NO YES NO	These rules control which classes will display when a parent is scheduling a makeup in their portal. When these are all set to No, all classes with adjusted openings will display. Each setting asks the question "Does the makeup class have to have the same xxx as the class that my student was absent from?" Example: If a student was absent from a class with a Category 1 = "Dance", and the similarity rule Same Category 1? = Yes, the only classes that will display for the parent to choose a makeup class from will be those classes with a Category 1 = "Dance".
Makeup scheduling rules	
	Makeup Date Lead Time Use this scheduling rule to prevent parents from scheduling makeups at the last minute.

