

Absences/Makeups Report

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When Jackrabbit is set to track absences, you will find the **Absences-Makeups report** under the *Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab)* or *Classes/Enrollment (left menu) > Attendance (tab)*. Several filters are available to select which classes you want to look at.

Class Attendance in Staff Portal



The same situation is also used in the **Attendance Report Help** article to contrast the difference between tracking attendance vs tracking absences.

In this class, there are four students enrolled in the Ballet - Beg - F class. When attendance was taken in the Staff Portal there were three students present and one student absent.

Attendance		News	My Schedule	My Time Card	Manage Classes	Clock-In	Actions
Return	Save	All Present	All Absent	Undo			
Friday, Feb 14 2020							
Class		Ballet - Beg - F		Skills/Levels	Email	Example of class attendance: 4 enrolled students; 3 present and 1 absent with Can Makeup? box checked.	
Students 4 enrolled, 0 makeups							
	Sarah Barnhardt Heather Barnhardt (704) 985-6548 ATTENDANCE SEND EMAIL DETAILS			Present	Absent		
	Janet Best Melissa Best (704) 999-5819 ATTENDANCE SEND EMAIL DETAILS			Present	Absent	<input checked="" type="checkbox"/> Can Makeup?	<div>Note Out of town for a family event</div>
	Samantha Best Melissa Best (704) 999-5819 ATTENDANCE SEND EMAIL DETAILS			Present	Absent		
	Ashley Kunz Jacqueline Kunz (704) 641-6015 ATTENDANCE SEND EMAIL DETAILS			Present	Absent		

Absences-Makeups Report

The *Absences-Makeups* report for the class above looks like this. This student is eligible for a makeup class for the class she missed. The note created in the Staff Portal shows in the *Note* column.

Absences-Makeups Report

[← RETURN](#)[✉ EMAIL](#)


View 1 - 1 of 1		Print	Export	Refresh	10 columns hidden	Show/Hide Columns	Restore Columns			
Student	Class Name	Instructor	Absence Date	Note	Family Home Phone	Billing Email	Elig.?	Makeup Exp. Date	Email All	
Search	Search	Search	Search	Search	Search	Search	Search	Search		
Janet Best	Ballet - Beg - F	Heather B.	2/14/2020	Out of town for a family event.	Best (704) 999-5819	MBestie@example.com	Yes	6/30/2020	<input type="checkbox"/>	

Absences in the Class Record

The *Absences* tab on the *Class* record shows 1 student was absent from the class.

Class: Ballet - Beg - F

[← RETURN](#)[💾 SAVE CHANGES](#)[🗑 DELETE](#)

Class Roll	Enroll Student	Email/Text Class	Enter Absences	Absence/Attendance	Post Class Transactions	Copy Class	Mass Drop	Sizes/Measurements	Archive Class		
Summary	Enroll List	Drop List	Absences	Makeups	Wait List	Instructors	Lesson Plan	Skills/Levels	Misc	Costumes	Notes (0)
Absences											
View 1 - 1 of 1		 Print	<div>Click student name to open the student record.</div>		<div>Click # Absences link to view makeup information.</div>						
Last Absence		Student				Age		# Absences			
1	2/14/2020	Janet Best				8		1			



Staff members can *Schedule Future Absences* in the Staff Portal. Click on *Absent* and select the *Schedule Future Absences* option and complete the steps. Refer to **Take Attendance in the Staff Portal** for more information.