Absences/Makeups Report

Last Modified on 11/03/2020 12:33 am EST

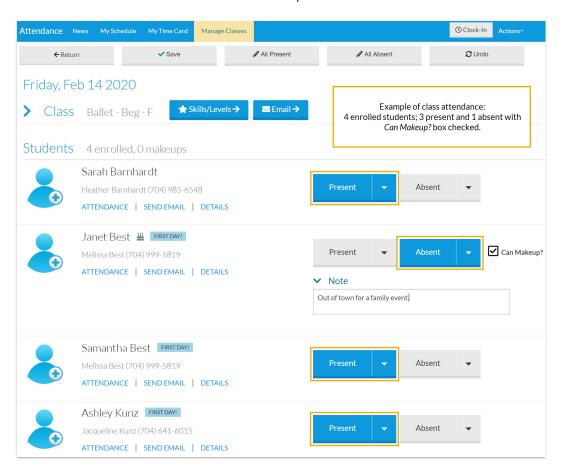
When Jackrabbit is set to track absences, you will find the **Absences-Makeups report** under the Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab) or Classes/Enrollment (left menu) > Attendance (tab). Several filters are available to select which classes you want to look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



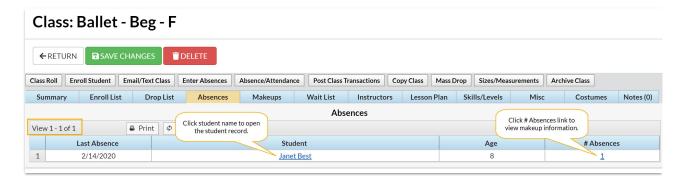
Absences-Makeups Report

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 in the Class Record

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





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.