

Report on Your Students' Attendance

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There are many ways you, your staff, and your parents can view and report on your students' attendance. Some options differ depending on whether your Jackrabbit database is set to [track absences or track attendance](#).









Within Jackrabbit







In the Staff Portal

In the Parent Portal

Within Jackrabbit

Within your Jackrabbit database there are several options for viewing and reporting attendance information. Use the links to access more in depth explanations of each.

	Tracking Absences	Tracking Attendance
Absences/Makeups Report <ul style="list-style-type: none">Displays absence details and makeup informationSeveral criteria filters allow you to drill down to specific dates, absences in a particular class category, absences for a selected instructor's classes, and more.		
Attendance Report <ul style="list-style-type: none">Displays attendance details and enrollment informationSeveral criteria filters allow you to drill down to a specified date range, attendances with a note containing specific text, attendance for a particular class, and more.		
Student Attendance Report <ul style="list-style-type: none">View important attendance metrics including # absences, # attended, % attended, and more.Optionally display attendance details such as late, left early, or observing.Several criteria filters allow you to drill down to a specific date range, a particular class, a specific instructor, and more.A powerful Attendance filter allows you to drill down to students with a specified # of absences or % attended, or students with greater than x # of absences, etc.		
Dashboard Alerts <ul style="list-style-type: none">Several alerts display on the Executive Dashboard bringing		

attention to students with poor attendance and classes that have incomplete Staff Portal Attendance.		
All Students Data Visuals <ul style="list-style-type: none"> Interactive data visuals on the All Students page give at-a-glance information on students with absences in the last 14 days and students with makeups owed including links to the top 5 student records for each. 		
Student Record <ul style="list-style-type: none"> When tracking absences, the Absence tab in the <i>Student</i> record displays the absence date, the class name with a link to the record, makeup eligibility, and makeup scheduling options. When tracking attendance, the Attendance tab in the <i>Student</i> record displays the date last attended, the class name with a link to the record, and the # of attendance records with a link to view the Attendance History for the student. 		
Class Record <ul style="list-style-type: none"> When tracking absences, the Absences tab in the <i>Class</i> record displays the date of the last absence for each student, the student name with a link to their record, the student's age, and the # of absence records with a link to view the Absence History for the student (including makeup information). When tracking attendance, the Attendance tab in the <i>Class</i> record displays the date last attended for each student, the student name with a link to their record, the student's age, and the # of attendance records with a link to view the Attendance History for the student. 		

In the Staff Portal

The Staff Portal puts important attendance information at your Staff's fingertips, right when they need it!

Missed Last Class! badge

- Alerts the instructor to a student who missed the last class and will need to catch up.

Attendance history


Attendance News My Schedule My Time Card **Manage Classes**

Thursday, Aug 6 2020

> Class Hip Hop L2 - Thurs 7pm

★ Skills/Levels → ✉ Email → 📁 Resources →

Students 3 enrolled, 0 makeups



Ezra Lovell
MISSED LAST CLASS!
 Balance: 653.20
 11 yrs, 7 mos, Male, 01/17/2009
 Tobi Lovell (704) 555-4955

Ezra Lovell

All Absent Present

- ✖ Thursday 07/30/2020
- ✔ Thursday 07/23/2020
- ✔ Thursday 07/16/2020
- ✔ Thursday 07/09/2020

ATTENDANCE | SEND EMAIL | DETAILS

Present Absent

- A link allows the instructor to quickly access a student's complete attendance history for the class; they can filter to view only absences or attendance (present).

In the Parent Portal

Keep your families informed with the attendance information available in the Parent Portal (controlled with your [Parent Portal Settings](#)).

There are several areas within the Parent Portal where parents can view absence/attendance data.

Student card

- The student card, on the Account page in the Parent Portal, displays the total absences for the student with a link to open the Absences (or Attendance) tab.



Dani Ager
 DOB 07/11/2002

2 ENROLLMENTS

29 ABSENCES

4 SKILLS

[VIEW DANI](#)

Absences (or Attendance) tab

- Within the student record in the Parent Portal, the Absences (or Attendance) tab displays a history of the student's absences (attendance) with an option to print.

- If you allow parents to schedule absences in their portals, a button displays that opens the scheduling modal.
- If you track absences, and allow parents to schedule makeups in their portals, a button displays that opens the scheduling modal.

Student

Dani Ager
7/11/2002

DETAILS ENROLLMENT **ABSENCES** ATTENDANCE ISSUES SKILLS

Know you're going to be absent? Please let us know so we can plan ahead!

SCHEDULE ABSENCES SCHEDULE MAKEUPS

SORT BY DATE: NEWEST... Only show classes with makeups

ABSENCES (15)

ELIGIBLE FOR MAKEUP
Mon, Jun 22, 2020
Ballet L1 - Mon 5pm

ELIGIBLE FOR MAKEUP
Tue, Jun 9, 2020
Jazz L2 - Tues 7pm

PRINT

Attendance Issues tab

- This tab gives a history of any attendance issues for the student (Late, Left Early, Observing).

DETAILS ENROLLMENT ATTENDANCE **ATTENDANCE ISSUES** SKILLS

ISSUES 2 SORT BY DATE: NEWEST FIRST FILTER RESULTS ADD A FILTER

ISSUE	DATE	TIME	CLASS	INSTRUCTOR
LATE	07/20/2020	5:00pm - 5:30pm	Ballet L1 - Mon 5pm	with Ms. Dianne
LATE	07/06/2020	5:00pm - 5:30pm	Ballet L1 - Mon 5pm	with Ms. Dianne

Absences & Makeups page

- When you allow parents to schedule absences in their portals, the Absences & Makeups page displays a summary of absences for all students in the family with a link that displays any schedule impacts, and a button that opens the scheduling modal.

DASHBOARD BILLING & PAYMENTS CLASSES & EVENTS SPOT TV **ABSENCES & MAKEUPS**

Absences

Know you're going to be absent? Please let us know so we can plan ahead!

SUBMIT AN ABSENCE

Upcoming

Aug 10 - 11
Dani
Family vacation
VIEW SCHEDULE IMPACTS

Aug 17 - 18
Dani
Family vacation
VIEW SCHEDULE IMPACTS

SIGN OUT