

# Enter Student Absences from the Family Record

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When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Family** record.

- ★ Submit an absence for one or all students in the family for a single class, all or selected classes on a particular day, or all/selected classes over a date range.
- ★ If you offer **makeups**, add the eligibility to make up the classes in the same workflow.
- ★ Add a reason for the absences for your records, up to 100 characters.

## Submit Absences for a Family

1. In the *Student* record, click the **Submit Absences** button.

The screenshot shows the 'Family: Ager' record page. At the top, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are tabs for 'Make Sale/Post Fees', 'Payment', 'Refund', 'Statement', 'Add Student', 'Add Contact', 'Archive Family', 'Family Name', 'Email', 'Email Schedules', and 'Submit Absences'. The 'Submit Absences' button is highlighted with a yellow box and a hand cursor. Below the tabs are sub-tabs for 'Summary', 'Contacts', 'Classes', 'Events', 'Transactions', 'Billing Info', 'Misc', 'Notes (2)', and 'Resources (1)'. The 'Contacts' sub-tab is selected, showing a table of primary contacts.

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email
<a href="#">Holly Ager</a>	Mother	(704) 374-2415		(704) 374-2415	<a href="mailto:hollyager41@gmail.com">hollyager41@gmail.com</a>
<a href="#">Victor Ager</a>	Father	(704) 374-2415		(704) 374-2415	<a href="mailto:agingvictor@gmail.com">agingvictor@gmail.com</a>

2. In the *Submit an absence - step 1* window

The screenshot shows the 'Submit an absence - step 1' window. It has a title bar 'Submit an absence - step 1'. Below the title bar, there is a 'STUDENTS' section with a list of students: 'Dani', 'Dave', and 'Barbie'. A yellow callout bubble points to the date picker tool, saying 'Use the date picker to select the absence date or date range'. Below the students list, there are 'FROM' and 'TO' date fields. The 'FROM' field is set to '4/1/2020' and the 'TO' field is set to '4/30/2020'. Below the date fields, there is a 'REASON' text area with the text 'School closure'. At the bottom, there is a toggle switch for 'Is eligible for makeup?' which is currently turned on. There are 'CANCEL' and 'SUBMIT' buttons at the bottom right.

- Select the **Students** to mark absent.
- Use the date picker tool to select the **From** and **To** dates for the days absent.
- Enter a **Reason** for the absence, up to 100 characters.
- If you allow **makeups**, and determine eligibility for a makeup with each absence, click **Is eligible for makeup?** to mark this absence as eligible.
- Click **Submit**.

3. In the *Submit an absence - step 2* window

- All classes the students are enrolled in that meet in the date range defined are

**Submit an absence - step 2**

Students: Dani, Dave, Barbie  
Dates: 4/1/2020 - 4/30/2020

Select the classes that will be missed

**UNCHECK ALL**

<input checked="" type="checkbox"/>	Wed 4/1/2020 Tumbling L3 - Wed 7pm	Dave
<input checked="" type="checkbox"/>	Mon 4/6/2020 Ballet L1 - Mon 5pm	Dani

**CANCEL** **SUBMIT**

displayed. Select the class or classes the students will be missing. Use the **Check All** button if all classes will be missed.

- Click **Submit**.
- The window will close and a message will confirm that the absence has been added.

## View Absences - Delete a Recorded Absence

A student's absences can be viewed on the *Absences* tab of their *Student* record.

**Student: Barbie Ager**

← RETURN **SAVE CHANGES** **DELETE** Generate a **Student Attendance** report

Enroll | Email Schedules | Info Sheet | **Absence/Attendance** | Submit Absences | Mass Drop Classes

Family: Ager First Name Barbie Middle Initial  Last Name Ager

Summary | **Classes** | Events | Medical | Feedback | Skills/Levels | Sizes | **Absences** | Misc | Notes (0) | Resources (0)

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	Absence Date	Class	Eligible for Makeup	Makeup Exp. Date	Schedule Makeup	Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	Remove Makeup
1	4/28/2020	Ballet L1 - Tues 6pm	<input checked="" type="checkbox"/>	05/31/2020	<a href="#">Schedule Makeup</a>				School closure	helpcenter	<a href="#">Remove Makeup</a>
2	4/27/2020	Ballet L1 - Mon 5pm	<input checked="" type="checkbox"/>	05/31/2020	<a href="#">Schedule Makeup</a>				School closure	helpcenter	<a href="#">Remove Makeup</a>
3	4/21/2020	Ballet L1 - Tues 6pm	<input checked="" type="checkbox"/>	05/31/2020	<a href="#">Schedule Makeup</a>				School closure	helpcenter	<a href="#">Remove Makeup</a>

Use the **Trash Can** icon to delete an absence

- Use the **Trash Can** icon to delete an absence record.
- If you allow makeups they can be scheduled from the *Absences* tab and any makeups scheduled for the student can be removed.



Learn about the options for reporting on student absences and makeups.