

Schedule a Makeup from the Student Record

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When you [track absences](#) in Jackrabbit, and you allow your students to make up their missed classes, there are a few different [ways to schedule a makeup](#)

One of these workflows is to schedule a makeup class from the *Student* record.



*To schedule a makeup for a student, the student must have been **marked absent**, and the absence must have been marked as "Eligible for Makeup".*

Schedule a Makeup from the Student Record

1. Go to the **Absences** tab in the Student record.
2. Click the **Schedule Makeup** link for the appropriate absence to open the **Weekly Calendar**. For organizations with different locations, click *Change Criteria* at the top of the calendar to customize the calendar view for all locations (leave blank) or select a different location.

Jackrabbit

Student: Dianne Ager

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Enroll Email Schedules Info Sheet

Family: Ager First Name Dianne Middle Initial Last Name Ager

Summary Classes Events Medical Feedback Skills/Levels Sizes Absences Misc

Absences

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	Absence Date	Class	Eligible for Makeup		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	
1	3/6/2018	Barre - Tues - 6:30pm	<input checked="" type="checkbox"/>	Schedule Makeup					HELPCEN	Remove Makeup

3. After locating a makeup class, hover over it to display the class information and click the **Schedule Makeup** button.

Thursday 3/22/2018	Friday 3/23/2018	
Barre - Thurs - 8pm (1) 1FD OFF		

Barre - Thurs - 8pm (1)
(as of 3/22)

Days: Thu	Open	1
Time: 8:00pm-8:45pm	Size	3
	Max Size	4
Instructor: Dianne H.	Wait List	0
Location: JRHC	Future Drops	1
Room:	Future Enrolls	0
Fee: 95		
Category: Dance		
End Date: 5/31/2018		

[Schedule Makeup](#)

4. You are returned to the Absences tab of the *Student* record which now shows the makeup class information.

Jackrabbit

Student: Dianne Ager

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Family: [Ager](#) First Name: Dianne Middle Initial: Last Name: Ager

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	Absence Date	Class	Eligible for Makeup		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	
1	3/6/2018	Barre - Tues - 6:30pm	<input checked="" type="checkbox"/>	Schedule Makeup	Barre - Thurs - 8pm	3/22/2018			HELPCEN	Remove Makeup



If the *Makeup Exp. Date* has not passed, i.e., it is earlier than the current date, it can be edited to accommodate for longer outages. If needed you can [extend the expiration date for multiple absences](#) that occurred during a specific time frame.