

# Schedule a Makeup from the Class 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 *Class* 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 Class Record

1. Go to the **Absences** tab of the *Class* record of the class the student missed.
2. In the # Absences column, click the **number** next to the appropriate student name to open the Absence History listing.

**Class: Ballet L1 - Mon 5pm**

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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	<b>Absences</b>	Makeups	Wait List	Instructors	Lesson Plan	Skills/Levels	Misc	Costumes

**Absences**

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	Last Absence	Student	Age	# Absences
1	8/5/2019	<a href="#">Samantha Brown</a>	9	<a href="#">1</a>
2	8/5/2019	<a href="#">Gina Evans</a>	9	<a href="#">1</a>

4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will 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.
5. After locating a makeup class on the calendar, hover over it to display the class information and click the **Schedule Makeup** button to schedule the student's makeup in that class.

Tuesday 8/13/2019	Wednesday 8/14/2019	
Ballet L1 - Tues 6pm (2) OFD, 1FE		
hover	<div> <div>Ballet L1 - Tues 6pm (2) (as of 8/15)</div> <div> <div>Days: Tue</div> <div>Time: 6:00pm-6:30pm</div> <div>Instructor: Dianne H.</div> <div>Location: EDU</div> <div>Room: Studio B</div> <div>Fee: 45</div> <div>Category: Dance</div> <div>End Date: 8/31/2019</div> </div> <div> <div>Open 2</div> <div>Size 6</div> <div>Max Size 8</div> <div>Wait List 0</div> <div>Future Drops 0</div> <div>Future Enrolls 1</div> </div> <div>Schedule Makeup</div> </div>	
Tap L2 - Tues 7pm (1)		

6. The makeup details are now visible on the **Makeups** tab of the *Class* record.

**Class: Ballet L1 - Tues 6pm**

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	Student	Age	Eligible for Makeup	Makeup Exp. Date		Makeup Date	Makeup Attendance	Makeup Class	Note	User	
1	<a href="#">Samantha Brown</a>	9	<input checked="" type="checkbox"/>	8/31/2019	<a href="#">Schedule Makeup</a>	8/13/2019		Ballet L1 - Tues 6pm		HELPCENTER	<a href="#">Remove Makeup</a>



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.