Absences/Makeups Report

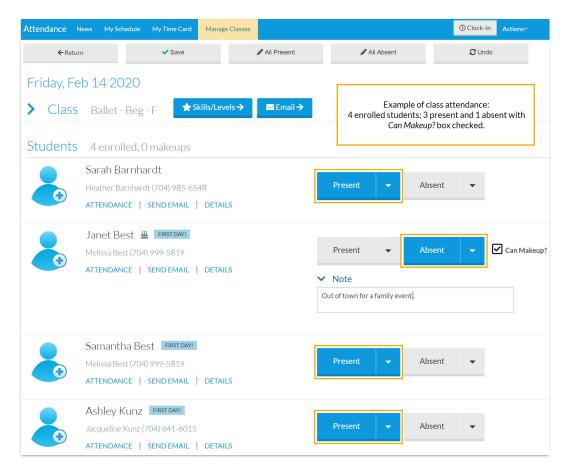Last Modified on 11/03/2020 12:35 am EST

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-Makeups Report

✈ EMAIL

View 1 - 1 of 1   🖶 Print   ⧉ Export   ⟳ Refresh   **10 columns hidden**   ▤ Show/Hide Columns   ⟲ Restore Columns

Student	Class Name	Instructor	Absence Date	Note	Family Home Phone	Billing Email	Elig.?	Makeup Exp. Date	Email All ☐
Search	Search	Search	Search	Search	Search	Search	Search	Search	
Janet Best	Ballet - Beg - F	Heather B.	2/14/2020	Out of town for a family event.	Best (704) 999-5819	MBestie@example.com	Yes	6/30/2020	☐

Absences in the Class Record

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

Class: Ballet - Beg - F

← RETURN   💾 SAVE CHANGES   🗑 DELETE

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 | **Absences** | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0)

Absences

View 1 - 1 of 1   🖶 Print   ⟳

Click student name to open the student record.

Click # Absences link to view makeup information.

	Last Absence	Student	Age	# Absences
1	2/14/2020	Janet Best	8	1

> **QUICK tip!**
> 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.