

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.

AttendanceNewsMy ScheduleMy Time CardManage ClassesClock-InActions

ReturnSaveAll PresentAll AbsentUndo

Friday, Feb 14 2020

ClassBallet - Beg - FSkills/LevelsEmail

Example of class attendance:
4 enrolled students; 3 present and 1 absent with
Can Makeup? box checked.

Students4 enrolled, 0 makeups

Sarah Barnhardt

Heather Barnhardt (704) 985-6548

ATTENDANCESEND EMAILDETAILS

Present

Absent

Janet Best

Melissa Best (704) 999-5819

ATTENDANCESEND EMAILDETAILS

Present

Absent

Can Makeup?

Note

Out of town for a family event

Samantha Best

Melissa Best (704) 999-5819

ATTENDANCESEND EMAILDETAILS

Present

Absent

Ashley Kunz

Jacqueline Kunz (704) 641-6015

ATTENDANCESEND EMAILDETAILS

Present

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

← RETURN

✉ 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
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="checkbox"/>
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	<input type="checkbox"/>

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)

View 1 - 1 of 1

Print

Click student name to open the student record.

Absences

Click # Absences link to view makeup information.

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



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.