

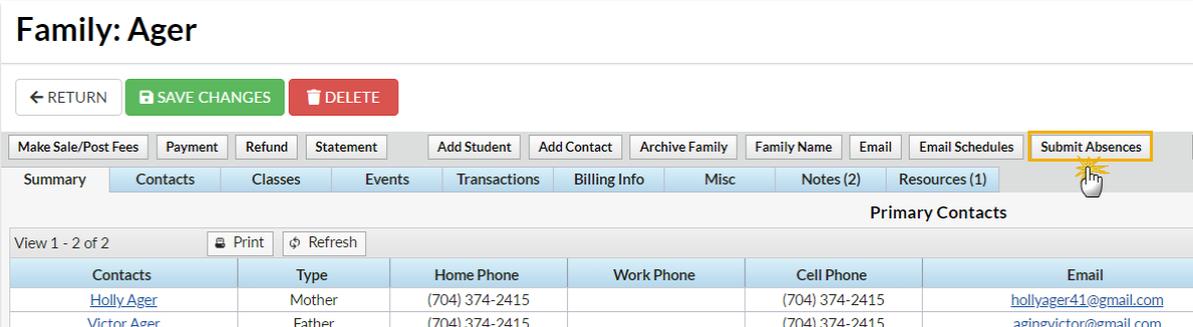
Enter Student Absences from the Family Record

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 interface. At the top, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are several tabs: '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 mouse cursor. Below the tabs, there are sections for 'Summary', 'Contacts', 'Classes', 'Events', 'Transactions', 'Billing Info', 'Misc', 'Notes (2)', and 'Resources (1)'. The 'Primary Contacts' section is expanded, showing a table with columns for 'Contacts', 'Type', 'Home Phone', 'Work Phone', 'Cell Phone', and 'Email'.

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email
Holly Ager	Mother	(704) 374-2415		(704) 374-2415	hollyager41@gmail.com
Victor Ager	Father	(704) 374-2415		(704) 374-2415	agingvictor@gmail.com

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

- 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 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)

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

View 1 - 6 of 6 Print Refresh

	Absence Date	Class	Eligible for Makeup	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	
1	4/28/2020	Ballet L1 - Tues 6pm	☑	05/31/2020	Schedule Makeup				School closure	helpcenter	Remove Makeup
2	4/27/2020	Ballet L1 - Mon 5pm	☑	05/31/2020	Schedule Makeup				School closure	helpcenter	Remove Makeup
3	4/21/2020	Ballet L1 - Tues 6pm	☑	05/31/2020	Schedule Makeup				School closure	helpcenter	Remove Makeup

- 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.