

Enter Student Absences from the Class Record

When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Class** record.

Class: Tumbling L2 - Mon 6pm

← RETURN **SAVE CHANGES** DELETE

Class **2** View the absence Next Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements

Summary Enroll List Drop List **Absences** Makeups Wait List Instructors Lesson Plan Skills/Levels Misc

View 1 - 1 of 1 Print Refresh

Absences **3** View absence history and schedule a makeup

	Last Absence	Student	Age	# Absences
1	3/16/2020	Ezra Lovell	11	1

Enter an Absence in the Class Record

To record an absence for a single date:

1. Navigate to the **Class** record and select the **Enter Absences** button.
2. On the *Enter Absences* page, edit the **Absence Date** as needed (defaults to current date).
3. If you are allowing the student to makeup the class, enter the last date the class can be made up in the **Makeup Expiration Date**. [Learn more about makeups](#).
4. Select the **Absent?** checkbox for the appropriate student. To mark all students absent, select the checkbox in the *Absent?* column header.

Enter Absences for Tumbling L2 - Mon 6pm

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Absence Date ◀ 3/16/2020 ▶ Makeup Expiration Date ◀ 5/31/2020 ▶

Use the check boxes in the column headers to mark all students absent and eligible for makeup if applicable.

	Student	Birth Date	Enroll Type	Drop Date	Roll Notes	Absent?	Eligible for Makeup	Note
1	Lena Campbell	4/4/2009	Enrolled			<input type="checkbox"/>	<input type="checkbox"/>	
2	Ezra Lovell	1/17/2009	Enrolled			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Family on vacation
3	Ashlee Owers	10/22/20...	Enrolled			<input type="checkbox"/>	<input type="checkbox"/>	

5. If applicable, select **Eligible for Makeup**. If all students are absent and eligible to makeup the class select the checkbox in the *Eligible for Makeup* column header.
6. Add **Notes** about the reason for the absence.
7. **Save Changes**


View Absence History - Delete a Recorded Absence

A student's absence history for a class can be viewed from the *Absences* tab in the *Class* record.

Absence History

← RETURN **SAVE CHANGES**

View 1 - 1 of 1 Print Refresh

	Absence Date	Student	Class	Class Days	Age	Eligible for Makeup?	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID
1	3/16/2020	Ezra Lovell	Tumbling L2 - Mon 6pm	M	11	<input checked="" type="checkbox"/>	5/31/2020	Schedule Makeup				Family on vacation	helpcenter 

Note: Callouts in the original image indicate that the 'Schedule Makeup' link is used to schedule makeups and the 'Trash Can' icon is used to delete an absence record.

- Use the link for the number of absences in the *# Absences* column to open the Absence History page.
- Use the **Trash Can** icon to delete an absence record.



Learn about the options for reporting on student absences and makeups.