

# Schedule a Makeup from the Student Record

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 *Student* 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".

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## Schedule a Makeup from the Student Record

1. Go to the **Absences** tab in the Student record.
2. Click the **Schedule Makeup** link for the appropriate absence to open the [Classic Weekly Class 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.

Jackrabbit **Student: Dianne Ager**

Return Save Changes Delete Help Send Idea

Enroll Email Schedules Info Sheet

Family: Ager: First Name Dianne Middle Initial Last Name Ager

Summary Classes Events **Medical** Feedback Skills/Levels Sizes **Absences** Misc

Absences

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	Absence Date	Class	Eligible for Makeup	Schedule Makeup	Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	Remove Makeup
1	3/6/2018	<a href="#">Barre - Tues - 6:30pm</a>	<input checked="" type="checkbox"/>	<a href="#">Schedule Makeup</a>					HELPCEN	<a href="#">Remove Makeup</a>

3. After locating a makeup class, hover over it to display the class information and click the **Schedule Makeup** button.

Thursday 3/22/2018	Friday 3/23/2018																												
Barre - Thurs - 8pm (1) 1FD OFF																													
<div style="border: 1px solid black; padding: 5px;"> <p><b>Barre - Thurs - 8pm (1)</b> (as of 3/22)</p> <table border="0"> <tr> <td>Days: Thu</td> <td>Open</td> <td>1</td> </tr> <tr> <td>Time: 8:00pm-8:45pm</td> <td>Size</td> <td>3</td> </tr> <tr> <td></td> <td>Max Size</td> <td>4</td> </tr> <tr> <td>Instructor: Dianne H.</td> <td>Wait List</td> <td>0</td> </tr> <tr> <td>Location: JRHC</td> <td>Future Drops</td> <td>1</td> </tr> <tr> <td>Room:</td> <td>Future Enrolls</td> <td>0</td> </tr> <tr> <td>Fee: 95</td> <td></td> <td></td> </tr> <tr> <td>Category: Dance</td> <td></td> <td></td> </tr> <tr> <td>End Date: 5/31/2018</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;"><a href="#">Schedule Makeup</a></p> </div>			Days: Thu	Open	1	Time: 8:00pm-8:45pm	Size	3		Max Size	4	Instructor: Dianne H.	Wait List	0	Location: JRHC	Future Drops	1	Room:	Future Enrolls	0	Fee: 95			Category: Dance			End Date: 5/31/2018		
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Category: Dance																													
End Date: 5/31/2018																													

4. You are returned to the Absences tab of the Student record which now shows the makeup class information.

Jackrabbit Student: Dianne Ager

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Family: [Ager](#)
 First Name: 
 Middle Initial: 
 Last Name:

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**Absences**

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Absence Date	Class	Eligible for Makeup		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	
3/6/2018	<a href="#">Barre - Tues - 6:30pm</a>	<input checked="" type="checkbox"/>	<a href="#">Schedule Makeup</a>	<a href="#">Barre - Thurs - 8pm</a>	3/22/2018			HELPCEN	<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.