

Absences-Makeups Report

When Jackrabbit is set to track absences, you will find the **Absences-Makeups** report under the **Students** menu > **Student Reports**. Absences marked in the Staff Portal will be reflected in this report.

Regardless of the way you **record absences** in Jackrabbit, this report provides you with the following:

- ★ See who was marked absent and is eligible for a makeup class.
- ★ Review students who have makeup classes scheduled and the dates of those classes.
- ★ View the Makeup class expiration date (if applicable).
- ★ Review the student's attendance for scheduled makeup classes.

Search Criteria

Use the Search Criteria to define the report results. For this example, select a date range to see which students were absent for specific classes. Set *Eligible for Makeup* to **Yes** and click **Submit**.

Absences-Makeups Report

← RETURN

Search Criteria

Location

Absence Date from through

Absence Note

Absence for Class Category 1

- Art
- Ballet
- Birthday Party
- Charitable Donations
- Cheer

Absences for a specific Class

Absence for Instructor

Eligible for Makeup

Makeup Date from through

Select Makeup Class

Select Student

Use the **Ctrl** key (**Cmd** for Mac) to select multiple categories. Leave blank to select all.

- Leaving a field blank is the same as saying "all". For example, leaving Absence for Class Category 1 blank will provide the data for all Category 1 classes.
- Some fields allow multiselection. Use the **Ctrl** key (**Cmd** for Mac) to select multiple values.

Report Results

The report results display the students absent from class in the selected timeframe. These columns

provide absence and makeup information:

- **Elig?** - indicates a student is eligible for a makeup class for the missed class.
- **Note** - if a note was created in the Staff Portal it will be shown in this column.
- **Makeup Date** - if a makeup class was scheduled, it will be listed in this column.

Absences-Makeups Report

← RETURN EMAIL

View 1 - 3 of 3 Print Export Refresh 8 columns hidden Show/Hide Columns Restore Columns

Student	Class Name	Category 1	Instructor	Absence Date	Note	Family Primary Phone	Elig.?	Makeup Exp. Date	Makeup Date	Makeup Attendance	Makeup Class Class Time	Email All <input type="checkbox"/>
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	<input type="checkbox"/>
Janet Best	Ballet 1C - F - 6:00	Ballet	Heather B.	8/18/2023	Sick	Best (999) 999-5819	Yes	8/31/2023				<input type="checkbox"/>
Janet Best	Tumbling 101 - F	Cheer	Amy S.	8/18/2023		Best (999) 999-5819	Yes	8/31/2023				<input type="checkbox"/>
Tyree Bailey	Advanced Tumbling - T/Th - 6:00	Cheer	Amy S.	8/24/2023	Sick	Bailey (999) 997-6257	Yes	8/31/2023	8/29/2023		Karate 3 - T/Th - 6th - 8th 10:00am-10:45am	<input type="checkbox"/>

Use this button to Show/Hide Columns in the report.

In addition, you can see if a student was absent or present for the Makeup class and if there is a Makeup Expiration Date, these will be displayed if the columns are shown. An email to all or selected students can be sent directly from this report. A history of this email is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.

The *Absences* tab on a *Class* record shows which students were absent from the class, the date of the absence, and the number of absences.



Staff members can *Schedule Future Absences* in the Staff Portal. Click on *Absent* select the *Schedule Future Absences* option and complete the steps. Refer to [Take Attendance in the Staff Portal](#) for more information.