Enter Student Absences from the Student Record

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

⭐ Submit a student's absence 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 Student

1. In the *Student* record, click the **Submit Absences** button.

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

   ○ 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 student is enrolled in that meet in the date range defined are displayed. Select the class or classes the student 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.

- 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.