

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.

Student: Barbie Ager

← RETURN **SAVE CHANGES** **DELETE**

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

Current Enrollment									
Class	Session	Cat1	Type	Class Description	Days	Room	Time	Durati	
Ballet L1 - Tues 6pm	Spring 2020	Dance	Enrolled	Introductory Ballet	Tu	Studio B	6:00pm - 6:30pm	:30	
Ballet L1 - Mon 5pm	Spring 2020	Dance	Enrolled	Introductory Ballet	M	Studio B	5:00pm - 5:30pm	:30	

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.

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)

Absences

	Absence Date	Class	Eligible for Makeup	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID	
1	5/26/2020	Ballet L1 - Tues 6pm	<input checked="" type="checkbox"/>	05/28/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup 
2	5/25/2020	Ballet L1 - Mon 5pm	<input checked="" type="checkbox"/>	05/27/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup 
3	5/19/2020	Ballet L1 - Tues 6pm	<input checked="" type="checkbox"/>	05/21/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup 

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

- 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.