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.

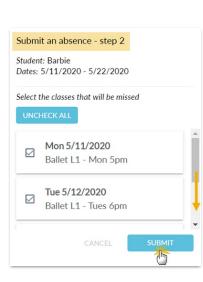
Stude	nt: Barbi	ie A	ger								
← RETURN	SAVE CH	IANGES	T DEI	LETE							
Enroll Email	Schedules Info	Sheet	Absence/At	tendance	Submit Absenc	es Mass Drop Cla	sses				
Family: Ager:	First Name Barb	ie		Aiddl	e Initial	Last Name Ager					
Summary Classes Ev			ents Medical Feedback Skills/Levels Sizes Al						es N	Misc	
						C	Current Enrollm	ent			
	Class		Session	Cat1	Туре	Class Descript	ion Days	Room	Time	Duratio	
Balle	<u>et L1 - Tues 6pm</u>		Spring 2020	Dance	Enrolled	Introductory Ba	allet Tu	Studio B	6:00pm - 6:30pm	:30	
Ballet L1 - Mon 5pm			Spring 2020	Dance	Enrolled	Introductory Ba	allet M	Studio B	5:00pm - 5:30pm	:30	

- 2. In the Submit an absence step 1 window
 - Use the date picker tool to

Submit an ab: STUDENT Barbie	Use the d	ep 1 ate picker to sele e date or date rar	
FROM 5/11/2020		то 5/22/2020	
REASON Sprained her	ankle at sc	hool, out for 2 w	eeks.
46/100 Is eli	gible for m	akeup?	
	CANCE	L	п

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.

		Barbie Age	er		ate a Student dance report)—						
inrol amil		dules Info Sheet Ab	sence/Attendar	ce Submit A Middle Initial	bsences Mass	Drop Classes					<u> </u>	
Su	mmary	Classes Events	Med	ical Fee	edback Skil	ls/Levels	Sizes Absences	Absences	Misc Notes (0)	rash Can ic e an absenc		
	Absence Date	Class	Eligible for Makeup	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID		
1	5/26/2020	<u>Ballet L1 - Tues 6pm</u>		05/28/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup	1
2	5/25/2020	Ballet L1 - Mon 5pm		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		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 record.
- If you allow makeups they can be scheduled from the *Absences* tab and any makeups scheduled for the student can be removed.

