

# Schedule a Makeup from the Class 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 *Class* 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 Class Record

1. Go to the **Absences** tab of the *Class* record of the class the student missed.
2. In the # Absences column, click the **number** next to the appropriate student name to open the Absence History listing.

**Class: Ballet L1 - Mon 5pm**

← RETURN   **SAVE CHANGES**   **DELETE**

Class Roll   **Enroll Student**   Email/Text Class   Enter Absences   Absence/Attendance   Post Class Transactions   Copy Class   Mass Drop   Sizes/Measurements   Archive Class

Summary   Enroll List   Drop List   **Absences**   Makeups   Wait List   Instructors   Lesson Plan   Skills/Levels   Misc   Costumes

View 1 - 2 of 2   Print   Refresh

	Last Absence	Student	Age	# Absences
1	8/5/2019	<a href="#">Samantha Brown</a>	9	1
2	8/5/2019	<a href="#">Gina Evans</a>	9	1

4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will 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.
5. After locating a makeup class on the calendar, hover over it to display the class information and click the **Schedule Makeup** button to schedule the student's makeup in that class.

Tuesday 8/13/2019	Wednesday 8/14/2019	
<div style="background-color: #800080; color: white; padding: 2px;">Ballet L1 - Tues 6pm (2) 0FD, 1FE</div> <div style="background-color: #0070C0; color: white; padding: 2px;">Ballet L1 - Tues 6pm (2) (as of 8/15)</div> <div style="display: flex; justify-content: space-between;"> <div> <p>Days: Tue</p> <p>Time: 6:00pm-6:30pm</p> <p>Instructor: Dianne H.</p> <p>Location: EDU</p> <p>Room: Studio B</p> <p>Fee: 45</p> <p>Category: Dance</p> <p>End Date: 8/31/2019</p> </div> <div> <p>Open 2</p> <p>Size 6</p> <p>Max Size 8</p> <p>Wait List 0</p> <p><a href="#">Future Drops</a> 0</p> <p><a href="#">Future Enrolls</a> 1</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Schedule Makeup"/> </div>		
<div style="background-color: #800080; color: white; padding: 2px;">Tap L2 - Tues 7pm (1)</div>		

6. The makeup details are now visible on the **Makeups** tab of the *Class* record.

**Class: Ballet L1 - Tues 6pm**

**Makeups**

View 1 - 1 of 1       

	Student	Age	Eligible for Makeup	Makeup Exp. Date		Makeup Date	Makeup Attendance	Makeup Class	Note	User	
1	Samantha Brown	9	☑	8/31/2019	<a href="#">Schedule Makeup</a>	8/13/2019		Ballet L1 - Tues 6pm		HELPCENTER	<a href="#">Remove Makeup</a> <input type="button" value=""/>



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.