

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".

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

Absences

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	Last Absence	Student	Age	# Absences
1	8/5/2019	Samantha Brown	9	1
2	8/5/2019	Gina Evans	9	1

4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will open the [Weekly 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	
Ballet L1 - Tues 6pm (2) 0FD, 1FE		
hover	Ballet L1 - Tues 6pm (2) (as of 8/15) Days: Tue Time: 6:00pm-6:30pm Instructor: Dianne H. Location: EDU Room: Studio B Fee: 45 Category: Dance End Date: 8/31/2019 Open 2 Size 6 Max Size 8 Wait List 0 Future Drops 0 Future Enrolls 1 Schedule Makeup	
Tap L2 - Tues 7pm (1)		

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

Class: Ballet L1 - Tues 6pm

← RETURN **SAVE CHANGES** **DELETE**

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

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	Student	Age	Eligible for Makeup	Makeup Exp. Date	Makeup Date	Makeup Attendance	Makeup Class	Note	User
1	Samantha Brown	9	<input checked="" type="checkbox"/>	8/31/2019	8/13/2019		Ballet L1 - Tues 6pm		HELPCENTER



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.