## Schedule a Makeup from the Student Record

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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** 

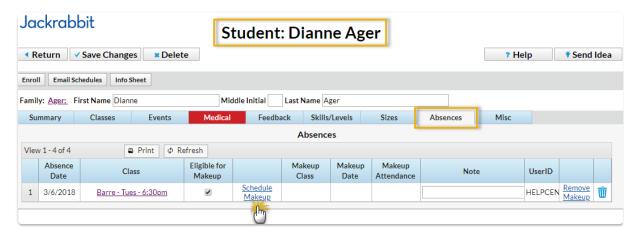
One of these workflows is to schedule a makeup class from the Student record.



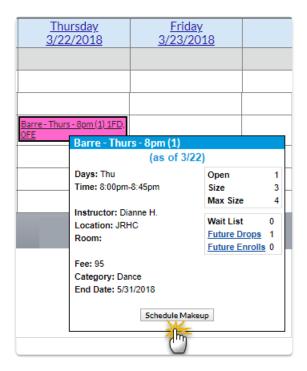
To schedule a makeup for a student, the student must have been marked absent, and the absence must have been marked as "Eligible for Makeup".

## Schedule a Makeup from the Student Record

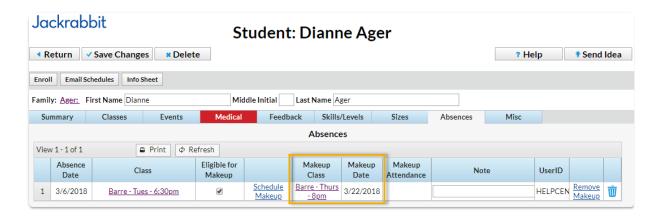
- 1. Go to the **Absences** tab in the Student record.
- 2. Click the **Schedule Makeup** link for the appropriate absence to open the **Weekly Calendar**. For organizations with different locations, click *Change Criteria* at the top of the calendar to customize the calendar view for all locations (leave blank) or select a different location.



3. After locating a makeup class, hover over it to display the class information and click the **Schedule Makeup** button.



4. You are returned to the Absences tab of the Student record which now shows the makeup class information.





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 <u>extend the expiration date for multiple</u> <u>absences</u> that occurred during a specific time frame.