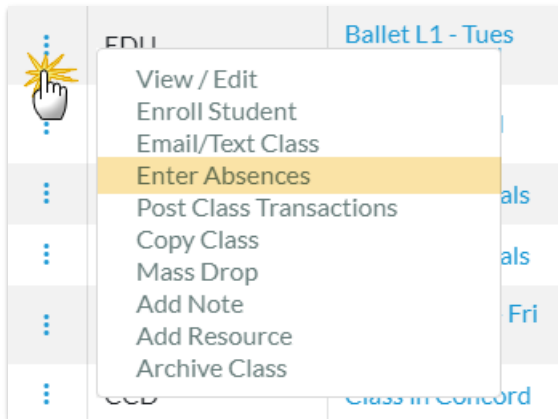


# Enter Student Absences from the All Classes Grid

Last Modified on 08/30/2022 1:46 pm EDT

When Jackrabbit is set to **track absences**, you can **enter absences and schedule makeups** from the *Classes (menu) > All Classes* grid.





1. Go to the **Classes (menu) > All Classes**.
2. Click the row menu  for the class > select **Enter Absences**. This will open the **Enter Absences** page for the selected class.



3. Enter the absences for the class.
  - Edit the **Absence Date** as needed (defaults to the current date).
  - If you are allowing the student to makeup the class, enter the last date the class can be made up in the **Makeup Expiration Date**. [Learn more about makeups](#).
  - Select the **Absent?** checkbox for the appropriate student. To mark all students absent, select the checkbox in the *Absent?* column header.
  - If applicable, select **Eligible for Makeup**. If all students are absent and eligible to makeup the class select the checkbox in the *Eligible for Makeup* column header.
  - Add **Notes** with the reason for the absence.
4. Click **Save Changes**.

### Enter Absences for Tumbling L2 - Mon 6pm

[← RETURN](#) [SAVE CHANGES](#)

Absence Date  3/16/2020  Makeup Expiration Date  5/31/2020 

Use the check boxes in the column headers to mark all students absent and eligible for makeup if applicable.

	Student	Birth Date	Enroll Type	Drop Date	Roll Notes	Absent? <input type="checkbox"/>	Eligible for Makeup <input type="checkbox"/>	Note
1	<a href="#">Lena Campbell</a>	4/4/2009	Enrolled			<input type="checkbox"/>	<input type="checkbox"/>	
2	<a href="#">Ezra Lovell</a>	1/17/2009	Enrolled			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Family on vacation
3	<a href="#">Ashlee Owers</a>	10/22/20...	Enrolled			<input type="checkbox"/>	<input type="checkbox"/>	

## View Absence History - Delete a Recorded Absence


A student's absence history for a class can be viewed from the **Absences** tab in the **Class** record.

- Use the link for the number of absences in the **# Absences** column to open the Absence History page.
- Use the **Trash Can** icon to delete an absence record.

### Absence History

[← RETURN](#) [SAVE CHANGES](#)

View 1 - 1 of 1 [Print](#) [Refresh](#)

	Absence Date	Student	Class	Class Days	Age	Eligible for Makeup?	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID
1	3/16/2020	<a href="#">Ezra Lovell</a>	<a href="#">Tumbling L2 - Mon 6pm</a>	M	11	<input checked="" type="checkbox"/>	5/31/2020	<a href="#">Schedule Makeup</a>				Family on vacation	helpcenter 

If you allow makeups, you can schedule them from the Absence History

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



Learn about the options for reporting on student absences and makeups.