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 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.

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 **extend the expiration date for multiple absences** that occurred during a specific time frame.