

Schedule a Makeup from the Student Record

Last Modified on 07/03/2025 3:12 pm EDT

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.
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