

# Student Absences and Makeups (when tracking absences)

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When you track absences in Jackrabbit, [versus tracking attendance](#), you will enter the days a student missed or will be missing class, and optionally schedule makeup classes for the student.

## Recording Absences

To accommodate different workflows, Jackrabbit offers several ways to record a student's absence.

<a href="#">Enter absences from the Class record</a>	<ul style="list-style-type: none"><li>From the Class record, a student's absence can be recorded for a single date.</li></ul>
<a href="#">Enter absences from the Classes menu &gt; All Classes</a>	<ul style="list-style-type: none"><li>From the All Classes grid, a student's absence can be recorded for a single class or for multiple classes at once.</li></ul>
<a href="#">Enter absences from the Family record</a>	<ul style="list-style-type: none"><li>Absences can be submitted from the family record for a single student or multiple students in the family and can be for a single date or a range of dates.</li></ul>
<a href="#">Enter absences from the Student record</a>	<ul style="list-style-type: none"><li>From the Student record, absences can be submitted for a single date or range of dates.</li></ul>
<a href="#">Enter absences when taking attendance in the Staff Portal</a>	<ul style="list-style-type: none"><li>Staff can take attendance in the Staff Portal and mark students absent from class. Future absences can be scheduled in the Staff Portal.</li></ul>

### [Allow parents to schedule absences in the Parent Portal](#)

- Allow parents to enter absences for their students through their Parent Portals.

## Makeups

Many organizations allow students to make up classes they've missed. When your system is set to track absences, you have the option to offer a makeup class to a student who was absent.

### Define your makeup settings

The first step is to define your makeup settings which answer these questions:

- Is each absence automatically eligible for a makeup? Or will staff assess and assign eligibility for each absence?
- Will eligibility for a makeup expire after a set period of time? Or will makeups be allowed at any time?
- Do you want staff to be able to book makeups in a class that is at its max size? If so, how many extra spots will you allow?

### [Learn about Makeup Settings](#)

### Schedule makeup classes

When a student's absence is entered, and the absence is marked eligible for makeup, a makeup class can be scheduled at that time or it can be scheduled at a later date.

### [Learn about Scheduling Makeup Classes.](#)

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### [Learn about the options for reporting on student absences and makeups.](#)

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