

# Schedule a Makeup from the Class 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 *Class* 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".

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## Schedule a Makeup from the Class Record

1. Go to the **Absences** tab of the *Class* record of the class the student missed.
2. In the # Absences column, click the **number** next to the appropriate student name to open the Absence History listing.

**Class: Ballet L1 - Mon 5pm**

← RETURN   **SAVE CHANGES**   **DELETE**

Class Roll   **Enroll Student**   Email/Text Class   **Enter Absences**   Absence/Attendance   Post Class Transactions   Copy Class   Mass Drop   Sizes/Measurements   Archive Class

Summary   Enroll List   Drop List   **Absences**   Makeups   Wait List   Instructors   Lesson Plan   Skills/Levels   Misc   Costumes

**Absences**

View 1 - 2 of 2   Print   Refresh

	Last Absence	Student	Age	# Absences
1	8/5/2019	<a href="#">Samantha Brown</a>	9	<a href="#">1</a>
2	8/5/2019	<a href="#">Gina Evans</a>	9	<a href="#">1</a>

4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will 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.
5. After locating a makeup class on the calendar, hover over it to display the class information and click the **Schedule Makeup** button to schedule the student's makeup in that class.

Tuesday 8/13/2019	Wednesday 8/14/2019	
Ballet L1 - Tues 6pm (2) 0FD, 1FE		
<div style="border: 1px solid black; padding: 5px;"> <p><b>Ballet L1 - Tues 6pm (2)</b> (as of 8/15)</p> <p>Days: Tue Time: 6:00pm-6:30pm Instructor: Dianne H. Location: EDU Room: Studio B Fee: 45 Category: Dance End Date: 8/31/2019</p> <p>Open 2 Size 6 Max Size 8 Wait List 0 Future Drops 0 Future Enrolls 1</p> <p><a href="#">Schedule Makeup</a></p> </div>		
Tap L2 - Tues 7pm (1)		

6. The makeup details are now visible on the **Makeups** tab of the *Class* record.

**Class: Ballet L1 - Tues 6pm**

[← RETURN](#)
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**Makeups**

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

	Student	Age	Eligible for Makeup	Makeup Exp. Date	Makeup Date	Makeup Attendance	Makeup Class	Note	User	
1	Samantha Brown	9	<input checked="" type="checkbox"/>	8/31/2019	<a href="#">Schedule Makeup</a>	8/13/2019	Ballet L1 - Tues 6pm		HELPCENTER	<a href="#">Remove Makeup</a>



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.