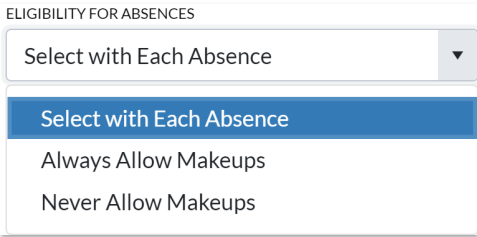
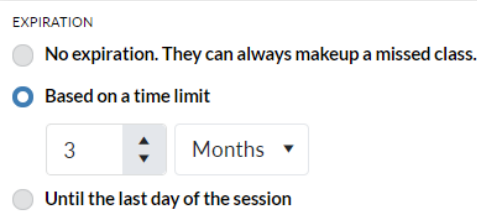


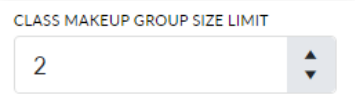
Makeup Settings - Organization Defaults

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When you **track absences** in Jackrabbit, you'll have the option of offering your students the ability to make up their missed classes.

To define the settings that control makeups, go to the **Gear** (icon) > **Settings** > **General** > **Organization Defaults** (left menu) > **Makeup Settings** (section).

	<h3>Eligibility for Absences</h3> <p>Define how a student's eligibility to make up a class is assessed when an absence is recorded.</p> <ul style="list-style-type: none">• Select with Each Absence - for each student absence recorded, select whether the student is eligible to make up the missed class or not.• Always Allow Makeups - all student absences are automatically marked eligible for makeup.• Never Allow Makeups - absences are never eligible for makeup.
	<h3>Expiration</h3> <p>It's a common policy that students must make up a class within a certain time frame (such as 2 months). Save time and effort by setting the eligibility for all makeups to expire automatically after a designated time frame.</p> <p>There are three options for setting expiration dates:</p> <ul style="list-style-type: none">• No expiration - all makeups are eligible indefinitely, a student can always make up a missed class.• Based on a time limit - set the eligibility for a makeup to expire after a number of days, weeks, or months. The eligibility expires at the end of the last day in the time frame.• Until the last day of the session - a student's eligibility to make up a class expires at the end of the session the absence was recorded in. <p>When the current date is later than the makeup expiration date, eligibility is marked as expired, and a makeup class cannot be scheduled.</p>

	<p>Before the eligibility has expired, a makeup expiration date can be edited to extend the date to accommodate for special situations, such as an extended illness. Optionally, update the makeup expiration dates for multiple absences during a specified time frame. See the <i>Frequently Asked Questions</i> below.</p>
	<p>Class Makeup Group Size Limit</p> <p>Select the number of extra spots you will allow in a class for makeups. If you don't want makeups to exceed the class maximum number of students set this to zero (0).</p> <ul style="list-style-type: none"> • Example - when the size limit is set to 2, the class max size is 10, and there are 8 currently enrolled students, there will be space for 4 makeup students ($10 + 2 - 8 = 4$).

Frequently Asked Questions

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Q. Can I update the makeup expiration dates for multiple absences at once?

A. If your makeup policy is to give students a specific time frame for them to make up their missed classes, you'll define that in your makeup settings above.

You can change the expiration date for multiple absences at the same time, based on the date they occurred.

1. Go to the **Gear** (icon) > **Settings** > **General** > **Organization Defaults** (left menu) > **Makeup Settings** > **Expiration**.
 2. Select a longer expiration time period for the makeup classes. You also have the option of selecting *No expiration. They can always make up a missed class.* These settings can be changed and updated at any time.
 3. Click **Save Changes** once the *Makeup Settings* are selected and enter the date range for the absences in the pop-up window. *Note:* The system allows you to select a date range within the past 180 days (6 months).
 4. Click **Yes, update Makeup Expiration Dates** and you will see a *Success!* message and a list of the number of absences that were updated.
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Would you like to update the Makeup Expiration Date for existing absences?

Since you just updated the Makeup Expiration Date setting, would you like to update makeup expiration dates for absences that currently exist?

The Makeup Expiration Date will be calculated for each absence that is eligible for makeup.

Enter the date range of absences you'd like to update. The 'Absences from' date must be after 9/21/2019.

Absences from *  through * 

Yes, update Makeup Expiration Dates

No thanks



*If you are using the **Parent Portal**, and you want to allow parents to schedule makeups themselves, you will need to define your **Parent Portal Absence & Makeup Settings**.*
