

Schedule Makeups in the Parent Portal

Last Modified on 11/30/2020 11:06 pm EST

When you track absences in Jackrabbit (**vs. tracking attendance**), and offer makeups, you can allow parents to schedule makeup classes through their Parent Portals.



There are several settings that control absences in the Parent Portal. Review these settings.

Schedule a Makeup for a Past Absence

Parents can schedule makeups from the **Absences & Makeups** page in the Parent Portal following these steps:

1. From the *Menu (icon)* ☰, select **Absences & Makeups**.
2. In the *Past* section, locate the absence to be made up and click **Schedule Makeup**.

DATE	STUDENT	CLASS MISSED	REASON	ELIGIBLE FOR MAKEUP?
Aug 31, 2020	Dani	Ballet L1 - Mon 5pm		YES Schedule Makeup
Aug 25, 2020	Dani	Jazz L2 - Tues 7pm		YES Schedule Makeup

A window opens with the absence information, the student's name, and the

available makeup classes (max of 100 classes displayed).

3. Click to **Select** the desired makeup class.
4. Click **Submit**.

Makeup for:
Aug 31, 2020 **Dani**
Ballet L1 - Mon 5pm

Available Makeups

Tue Sep 22, 2020 @ 6:00pm
Ballet L1 - Tues 6pm
Jackrabbit Education w/ Ms. Dianne
SELECTED

Tue Sep 29, 2020 @ 6:00pm
Ballet L1 - Tues 6pm
Jackrabbit Education w/ Ms. Dianne
SELECT

SUBMIT
CLOSE

If a Makeup success message has been created in [the Parent Portal Absence & Makeup Settings](#), it will display to confirm the submission of the makeup.

5. Click **OK** to return close out the window.


Makeup Scheduled
Your makeup has been successfully scheduled! Please make a note of your makeup class date and time. We require 3 days notice if you need to cancel the makeup.
OK

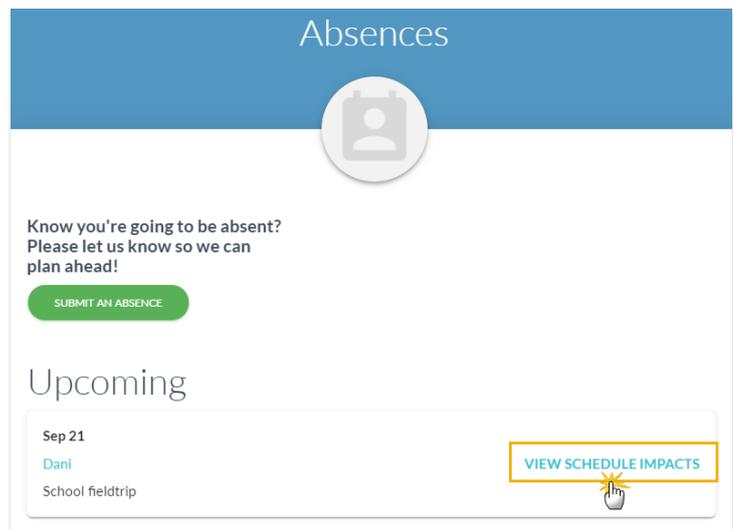
Schedule a Makeup for an Upcoming Absence

When [scheduling an absence in the portal](#), parents can schedule a makeup at the same time, if permitted according to the *Makeup scheduling rules* defined in the [Parent Portal makeup settings](#).

When an absence has been submitted in the Parent Portal, the parent is returned to the **Absences & Makeups** page, and

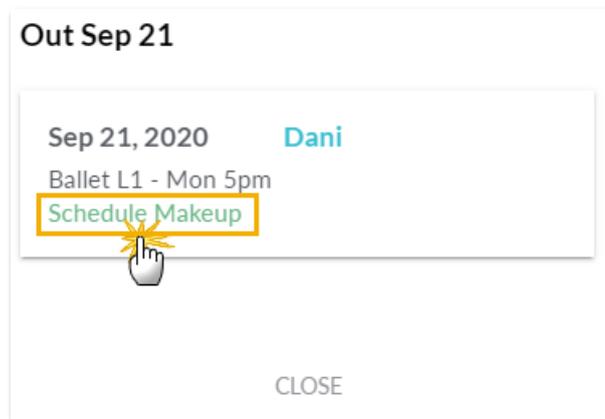
the absence that was scheduled appears in the *Upcoming* section.

1. Click **View Schedule Impacts** to see the classes that will be missed due to the absence.



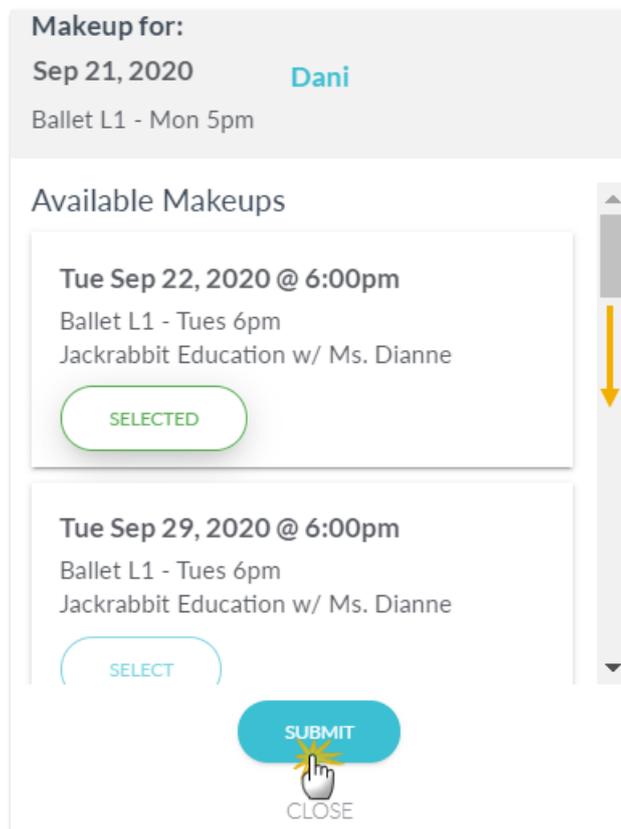
A window opens with the absence information and the student's name.

2. Click **Schedule Makeup**.



A window opens with the absence information, the student's name, and the available makeup classes (max of 100 classes displayed).

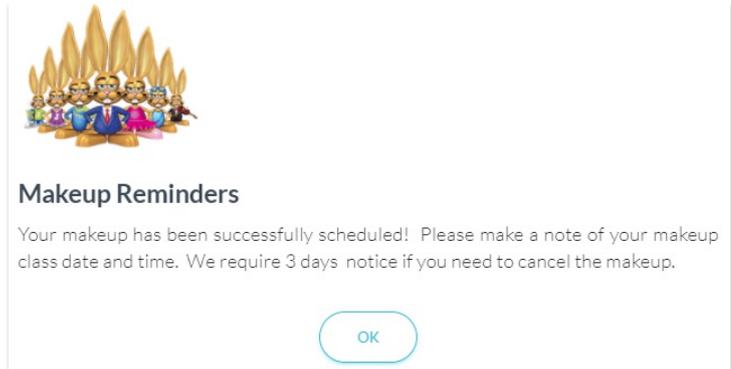
3. Click to **Select** the desired makeup class.
4. Click **Submit**.



If a Makeup success message has been

created in [the Parent Portal Absence & Makeup Settings](#), it will display to confirm the submission of the makeup.

5. Click **OK** to return close out the window.



To help you introduce this awesome feature to your families, share this great video which is included in an email template we've created for you!
