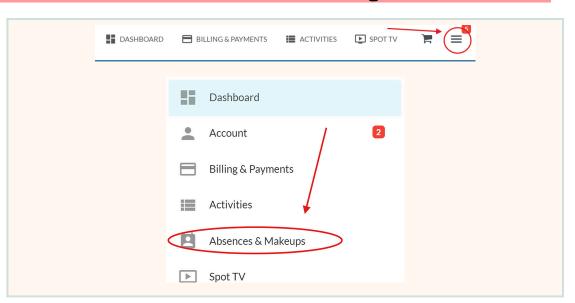
How to Schedule a Make-Up Lesson

Log into the JWSD Portal

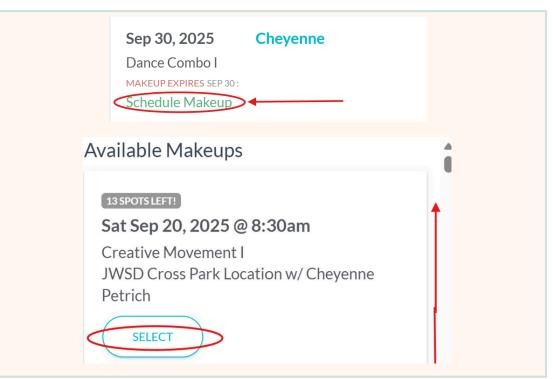
Click on the three lines on the far right of your screen and select "Absences & Makeups"



Past Absences

Find a prior absence and select "Schedule Makeup"

Select a makeup lesson from the available selection.



Future Absences

Select the green button to submit an absence in advance. Specify dates absent & reason.

Confirm which classes you'll miss.

After submission, you can schedule a makeup lesson in advance of your absence.

