

SCHEDULING A MAKE-UP DAY: DIRECTIONS FOR STUDENT

1. For an absence, please coordinate a make-up day with your supervisor as soon as possible. Part 1 of this form **MUST** be signed by you, a parent, and your supervisor and with the required information.
2. Available make-up dates and transportation requirements are listed on the reverse side.
3. *****RETURN THIS MAKE-UP FORM WITH PART 1 COMPLETED TO MS. RODRIGUEZ IN THE CWSP OFFICE AS SOON AS POSSIBLE. CWSP NEEDS TO KNOW YOU HAVE SCHEDULED A MAKE-UP DAY WITH YOUR SUPERVISOR.*****
4. CWSP will keep the form and will provide you a copy as the make-up day gets closer.
- 5.

PART 1-TO BE COMPLETED BY STUDENT AND ALSO SIGNED BY SUPERVISOR & PARENT

Date Absent: _____

Student Name (please print): _____ Company Name: _____

Supervisor Name (please print): _____ Supervisor Phone Number: _____

Make-up Date(s) Agreed by Supervisor: _____ (See reverse side for available dates and write date)

The student and I (Supervisor of student) have discussed his/her absence(s) and have mutually agreed that he/she will make up the time lost on the above-mentioned date(s).

Signature of Supervisor	Date	Signature of Student	Date
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****For Parent, please read & sign****

I, the parent of the student, understand the **student will be responsible for their own transportation to and from work on their make-up day** (students may arrange transportation with CWSP by checking YES on the days marked with an *). I understand that each absence will result in a \$100 charge to my student's account until the make-up day is completed and this form is returned to CWSP office with appropriate signatures. After the first absence, the appropriate credit to the student's account will be reduced by \$25 for each subsequent absence.

Signature of Parent	Date
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****Student and Parent, please also complete the Transportation section on the reverse side****

CWSP Staff Signature & Reason for Student Absence	Date
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ON THE DAY OF YOUR MAKE-UP DAY: DIRECTIONS FOR STUDENT

1. On your make-up day, bring the form to work with you.
2. Student: At the end of your make-up day, have your supervisor sign **PART 2 below**. Students will be **responsible** for returning the **completed form** to the CWSP office as soon as they return to school after the make-up day in order to **receive credit** for the make-up day. The student may bring the form to the CWSP Office attention Ms. Rodriguez, email to vrodriguez@arrupejesuit.com, or fax the form to 303-889-5133.
- 3.

PART 2- Supervisor, Do not sign this section until the student has made-up the day:

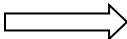
I agree that the student made-up the day that was agreed on and is cleared of the absence stated above.

Supervisor Name (please print): _____

Signature of Supervisor: _____ Date: _____

Available make-up dates for the 2nd Semester based on the Student's Workday:

Student: For an absence, please coordinate a make-up day with your supervisor as soon as possible. *****Return this make-up with Part 1 completed to Ms. Rodriguez in the CWSP Office as SOON as you have the date scheduled.*** If you are unable to complete your make-up date on one of these dates, please see a member of CWSP to make alternate arrangements.**



Available Make-up Dates: (must be approved by supervisor and please write the date in PART 1 section on reverse side)	Transportation: Student & Parent please select if available
Monday, January 15 MLK Day Holiday No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
½ day—Wednesday January 17th ** may already have a regular scheduled worker, and NOT AVAILABLE FOR 9 th graders	Students must arrange own transportation.
Monday, February 12 <i>Staff Retreat</i> No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
½ day--Friday, February 17 ** may already have a regular scheduled worker <i>ONLY available for Tues, Wed, Thurs workers (faculty in-service)</i>	Students must arrange own transportation.
Monday, February 19 President's Day No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
½ day--Monday, March 15** may already have a regular scheduled worker, and NOT AVAILABLE FOR 10 th graders	Students must arrange own transportation.
Monday, March 26-30 Spring Break No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
½ day--Thursday, April 10 ** may already have a regular scheduled worker, and NOT AVAILABLE FOR 11 th graders	Students must arrange own transportation.
Monday, April 16 No Classes/YES CWSP- <i>my already have a scheduled worker</i>	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
Friday, April 27 No Classes/YES CWSP- <i>my already have a scheduled worker</i>	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
½ day--Thursday, May 24 ** may already have a regular scheduled worker <i>ONLY available for Tues, Wed and Friday workers</i>	Early noon dismissal. Students must arrange own transportation.
Friday, May 25-Graduation Day <i>No Classes/No CWSP</i>	Students must arrange own transportation.
Monday, May 28 Memorial Day No Classes/No CWSP- Available for any Student	NO CWSP. Students must arrange own transportation.
Tuesday, May 29-Friday, June 1 Finals Week ** may already have a regular scheduled worker. Available for any Student after 12:00pm class dismissal on non-designated workday.	Early noon dismissal. Students must arrange own transportation.

Any outstanding absences will result in a grade of "F" for the second semester.
YOU MAY HAND DELIVER, EMAIL OR FAX YOUR FORM TO MS. RODRIGUEZ
VRODRIGUEZ@ARRUPEJESUIT.COM