

ARRUPE CORPORATE WORK STUDY PROGRAM
ABSENCE MAKE-UP FORM
FALL SEMESTER 2019

1. This form **MUST** be signed by you, a parent and your supervisor.
2. Available make-up dates and transportation information is listed on the reverse side.
3. Do not keep this form. Please return it to Ms. Rodriguez with the required information as soon as possible.
4. CWSP will keep the form and will return to you prior to your make up day.

PART 1-ALL SIGNATURES ARE REQUIRED

Date Absent: _____

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

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

The student & I (Supervisor) 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**

****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 \$150 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. **I also understand that all make up days are required and I cannot simply pay the fine and avoid making up the time.**

Signature of Parent **Date**

CWSP Staff Signature **Date**

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. 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, email cwsp@arrupemail.org or fax 303-889-5133.

PART 2 (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 based on the student's Workday:

****1/2 days DOES NOT equal a FULL DAY, unless specified as FULL DAY by employer****

Available Make-up Dates: (must be approved by supervisor)	Transportation:
September 2 Labor Day <ul style="list-style-type: none"> No Classes/No CWSP- Available for any Student 	NO CWSP-Students must arrange own transportation.
September 20 ** may already have a regular scheduled worker Not available for Tuesday workers	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
September 25 ** may already have a regular scheduled worker <ul style="list-style-type: none"> ONLY after 12:00pm release NOT AVAILABLE FOR 9th GRADE STUDENTS OR WEDNESDAY WORKERS 	Students must arrange own transportation after classes
½ Day- October 10 ** may already have a regular scheduled worker <ul style="list-style-type: none"> ONLY after 12:00pm release NOT AVAILABLE FOR 10th GRADE STUDENTS OR THURSDAY WORKERS 	Students must arrange own transportation after classes
October 25 ** may already have a regular scheduled worker Not available for Wednesday workers	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
November 8 * * may already have a regular scheduled worker <ul style="list-style-type: none"> Not available for Tuesday workers 	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
½ Day-November 18 * * may already have a regular scheduled worker <ul style="list-style-type: none"> ONLY after 12:00pm release NOT AVAILABLE FOR 11th GRADE STUDENTS OR MONDAY WORKERS 	Students must arrange own transportation after classes
No Classes/No CWSP-November 27-29th Thanksgiving Holiday Available for any Student	No CWSP, students must arrange own transportation
½ Day- December 10 ** may already have a regular scheduled worker <ul style="list-style-type: none"> ONLY after 12:00pm release on your non-specific workday (no 11th graders) 	Students must arrange own transportation.
½ Day –December, 17th -20th Finals Week * may already have a regular scheduled worker <ul style="list-style-type: none"> ONLY after 12:00pm release on your non-specific workday 	NO CWSP. Students must arrange own transportation.
No Classes/No CWSP- ANY STUDENT December 23-January 7 Christmas Vacation	Students must arrange own transportation after exams

The last day to complete make-up days for the 1st semester is January 7, 2020.

Any outstanding absences will result in a grade of "F" for the first semester of Corporate Work Study. Please note, paying the \$150 fine is not an option to avoid making up missed time.