

**ARRUPE CORPORATE WORK STUDY PROGRAM
ABSENCE MAKE-UP FORM
SPRING SEMESTER 2025**

- 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. Please submit a copy of this form to CWSP with the required information as soon as possible. We will return it with appropriate signatures.

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. I, the parent of student, understand that the student and family will be responsible for complying with all health requirement prior to going to work.

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, take the form to work with you.
- 2. At the end of your make-up day, have your supervisor signs PART 2 below. Students will be responsible for returning the completed form to the CWSP after the make-up day in order to receive credit for the make-up day. The student may 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 Are Listed in the Back
The last day to complete make-up days for the 2nd semester is June 6, 2025.

Available make-up dates based on the student's Workday:

Available Make-up Dates Full days: (must be approved by supervisor)	Transportation:
FULL DAY – January 20 <i>Martin Luther King Day</i> <i>Available for any student</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
FULL DAY- February 14 <i>Not Available for Tuesday workers</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
FULL DAY- February 17 <i>President's Day</i> <i>Available for any student</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
FULL DAY- March 17 – March 21 Spring Break <i>Available for any student</i>	No CWSP—students must arrange own transportation on extended break periods
FULL DAY- March 27 Easter Monday <i>Not Available for any Thursday workers</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
FULL DAY- April 18 <i>Available for all students</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
FULL DAY- April 21 <i>Available for all students</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
FULL DAY- May 12-14 ** may already have a regular scheduled worker <i>Available ONLY for Thursday workers (Seniors)</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
Full Day – June 2-6 Start of Summer Break <i>Available for any student</i>	No CWSP—students must arrange own transportation on extended break periods
Available Make-up Dates ½ days: (1/2 day does not cover a full day make up day unless approved by supervisor)	Transportation:
1/2 DAY- January 16 ** may already have a regular scheduled worker <i>Not available for Thursday workers</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
1/2 DAY- January 21 ** may already have a regular scheduled worker <i>Not available for Tuesday worker</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
1/2 DAY- April 9 ** may already have a regular scheduled worker <i>Not available for Wednesday workers</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
1/2 DAY- May 5 ** may already have a regular scheduled worker <i>Not available for Tuesday worker</i>	Students MUST arrange OWN transportation TO/FROM work because of limited bus space
1/2 DAY- May 27-30 ** may already have a regular scheduled worker	Students MUST arrange OWN transportation TO/FROM work because of limited bus space