

ARRUPE CORPORATE WORK-STUDY PROGRAM  
ABSENCE MAKE-UP FORM  
2<sup>ND</sup> SEMESTER: JANUARY-JUNE 2018

**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

**\*\*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

**\*\*Student and Parent, please also complete the Transportation section on the reverse side\*\***

\_\_\_\_\_  
CWSP Staff Signature & Reason for Student Absence

\_\_\_\_\_  
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. 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:**

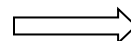
I agree that the student made-up the day that was agreed on and is cleared of the absence stated above.

Supervisor Name (please print): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Available make-up dates for the 2<sup>nd</sup> 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.**



<b>Available Make-up Dates:</b> (must be approved by supervisor and please write the date in PART 1 section on reverse side)	<b>Transportation:</b> Student & Parent please select if available
½ day— <b>Friday, January 11th</b> ** may already have a regular scheduled worker, NOT AVAILABLE FOR 9 <sup>th</sup> graders or Wednesday Workers	Students must arrange own transportation.
<b>Monday, January 21</b> <b>MLK Day Holiday</b> No Classes/No CWSP- <i>Available for any Student except Monday Workers</i>	NO CWSP. Students must arrange own transportation.
½ day— <b>Thursday, February 7</b> ** may already have a regular scheduled worker, and NOT AVAILABLE FOR Thursday Workers	Students must arrange own transportation.
<b>Monday, February 11</b> <i>Staff Retreat</i> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
<b>Monday, February 18</b> <b>President's Day</b> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
<b>Monday, February 28</b> <b>President's Day</b> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
½ day-- <b>Monday, March 5</b> ** may already have a regular scheduled worker, and NOT AVAILABLE FOR 10 <sup>th</sup> graders or Tuesday workers	Students must arrange own transportation.
<b>Monday, March 25-29</b> <b>Spring Break</b> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
½ day-- <b>Monday, April 8</b> ** may already have a regular scheduled worker, and NOT AVAILABLE FOR 11 <sup>th</sup> graders or Monday Workers	Students must arrange own transportation.
<b>Friday, April 19</b> <b>Good Friday</b> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
<b>Monday, April 22</b> <b>Easter Monday</b> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
<b>Monday, April 16</b> 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
<b>Wednesday, May 1st</b> 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-- <b>Thursday, May 23</b> ** may already have a regular scheduled worker <i>ONLY available for Monday, Tues, and Wed workers</i>	Early noon dismissal. Students must arrange own transportation.
<b>Friday, May 24-Graduation Day</b> <i>No Classes/No CWSP</i>	Students must arrange own transportation.
<b>Monday, May 27</b> <b>Memorial Day</b> No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
<b>Tuesday, May 28-Friday, May 31st</b> <b>Finals Week</b> ** may already have a regular scheduled worker. <i>Available for any Student after 12:00pm class dismissal on non-designated workday.</i>	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](mailto:VRODRIGUEZ@ARRUPEJESUIT.COM)