

ARRUPE CORPORATE WORK-STUDY PROGRAM
ABSENCE MAKE-UP FORM
2ND SEMESTER
JANUARY 4, 2010 – JUNE 4, 2010

DIRECTIONS:

1. Student: Please coordinate a make-up day with your supervisor. You, a parent, and your supervisor **MUST** sign PART 1. Available dates are listed on the back of this form.
2. Return the form, with PART 1 completed, to the CWSP office as soon as possible.
3. CWSP will make a copy and return the form to you. **CWSP must be notified of your scheduled make-up day as we are responsible for knowing when our students are on company premises.**
4. Student: Bring the form to work on your make-up day and ask your supervisor sign **PART 2**. Students will be **responsible** for submitting the **completed form** to the CWSP office in order to **receive credit** for the make-up day. You may fax the form or bring it to the office.

PART 1: PLEASE RETURN THIS SECTION AS SOON AS COMPLETED!!

Student Name (please print): _____

Supervisor (please print): _____ Company: _____

Supervisor Telephone: _____

Date(s) Absent: _____

Make-up Date(s): _____ (See Available dates in Part 3)

The student and I 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

I, the parent of the student, understand that the **student will be responsible for his/her own transportation to and from work on the 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 credit to the student's account will be reduced by \$25 for each subsequent absence.

Signature of Parent

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

I agree that the student completed the make-up day is cleared of the absence stated above.

Signature of Supervisor: _____ Date: _____

After Part 2 has been completed, please return this form to Ms. Brin in the CWSP office or fax: 303-455-7453.

PART 3

The following dates are available make up dates for the 2nd Semester.

Please coordinate a make-up date with your supervisor.

If you are unable to complete your make-up date on one of these dates, please see a member of CWSP *no later than May 21st* to make alternate arrangements.

Date	Transportation
Monday, January 18, 2010 MLK, Jr. Holiday No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
Monday, January 25, 2010* Faculty In Service <i>Tues, Wed, and Fri workers ONLY</i>	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
Monday, February 15, 2010* Presidents' Day Holiday No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
Monday, March 8, 2010 Staff/Faculty Retreat No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
March 15-19, 2010 Spring Break No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
April 2, 2010 Good Friday No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
Monday, April 26, 2010* Faculty In Service <i>Wed, Thurs, and Fri workers ONLY</i>	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
Monday, May 3, 2010* Teacher Work Day <i>Tues, Thurs, and Fri workers ONLY</i>	<input type="checkbox"/> Yes, I would like transportation from CWSP <input type="checkbox"/> No, I will arrange my own transportation
Friday, May 28, 2010* Graduation Day No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
Monday, May 31, 2010* Memorial Day Holiday No Classes/No CWSP	NO CWSP. Students must arrange own transportation.
* Supervisors: please note that if a student completes a make-up day on one of the dates marked with an (*), you will likely have two students coming on the same day	

Please note: The last day to complete make-up days for the 2nd semester is May 31st, 2010.

Any outstanding absences will result in a grade of 'F' for the second semester of Corporate Work Study.

Seniors: You must have all make-up days completed by Graduation Day, May 28th.