

**ARRUPE CORPORATE WORK-STUDY PROGRAM
ABSENCE MAKE-UP FORM
2ND SEMESTER: JANUARY 2012 – JUNE 2012**

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.

PART 1-STUDENT MUST HAVE SIGNED BY SUPERVISOR & PARENT, AND RETURNS FORM TO CWSP AS SOON AS POSSIBLE

Date (s) 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 vrodriquez@arrupejesuit.com or fax the form to 303-889-5133.

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:
Mon., January 16, 2012 Martin Luther King, Jr. Day No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Mon., January 23, 2012* may already have a regular scheduled worker ONLY available for Tue, Thurs, and Fri Workers	___ Yes, I would like transportation from CWSP ___ No, I will arrange my own transportation
Mon., February 20, 2012 President's Day No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Mon., March 5, 2012 <i>No Classes/No CWSP- Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Mon. March 26-Friday March 30, 2012. Spring Break No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Fri., April 6, 2012 Good Friday No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Mon., April 23, 2012* may already have a regular scheduled worker ONLY available for Tue, Wed, and Thu Workers	___ Yes, I would like transportation from CWSP ___ No, I will arrange my own transportation
Mon., May 28, 2012 Memorial Day No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Fri., June 1, 2012 Arrupe Graduation No Classes/No CWSP- <i>Available for any Student</i>	NO CWSP. Students must arrange own transportation.
Tues. June 5-Friday June 8, 2012* may already have a regular scheduled worker Arrupe 2 nd Semester Exams- <i>Available for any student after 12:00pm dismissal</i>	Students must arrange own transportation.

Student Please note:

The last day to complete make-up days for the 2nd semester is June 8th, 2012 or student must see CWSP if another day needs to be arranged

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

When make-up day is completed, student may bring the form to the CWSP Office attention Ms. Rodriguez, email to vrodriquez@arrupejesuit.com or fax the form to 303-889-5133.