



**Spring 2023 STUDENT ABSENCE MAKE-UP FORM**

Please fill out this form in its entirety. Once submitted and approved by CWSP, you will receive an automated absence make-up email. Please enter the same make-up day in this form. Once you submit your form electronically, your supervisor will receive an email to approve your make-up day. Contact your relationship manager with questions.

Student Name	
Sponsor	
Absence or Anticipated Absence	
Make-Up Date	
Supervisor Name	
Supervisor/Mentor Approval	

**ABSENCE MAKE-UP DAYS**

Transportation **will be provided** on the days listed below.

January 16	MLK Day
February 20	Presidents' Day
March 13-17	Spring Break
April 7	Good Friday (No Transportation Provided)
April 10	Easter Monday

Please check whether or not you will **require transportation** for your make-up day.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**I understand that absences must be made up by the following:**

- **Friday, May 19th for Seniors**
- **Thursday, May, 25 for Juniors, Sophomores, & Freshmen**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

CRWSP Approval \_\_\_\_\_ Date \_\_\_\_\_