

CRISTO REY ATLANTA CORPORATE WORK STUDY ABSENCE MAKE-UP FORM

PART 1: TO BE COMPLETED BY STUDENT

Student Name: _____ Date(s) Absent: _____ Reason(s): _____

ON THE DAY OF YOUR MAKE-UP: DIRECTIONS FOR STUDENTS

1. Bring this form to work with you.
2. If you are required to make up the day, have your supervisor sign **PART 4** below.
3. One week prior to your make-up day, notify Ms. Yescas to create your timecard.
4. Students **must** complete the timecard for the make-up date.
5. The student will be **responsible** for returning the completed form to CWS to **receive credit** for the make-up day.

PART 2: SUPERVISOR SIGNATURE REQUIRED

Company Name: _____	Supervisor Name: _____	Supervisor phone: _____
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Make-up date(s) Agreed by Supervisor (**see back side for available dates**): _____

***Please select the earliest possible date.

OR

Make-up waived/not required. *If checked, sign below and skip Part 4. Parent/Guardian signature also not required.*

The student and I (Supervisor) have discussed his/her absence(s) and have mutually agreed that he/she will make up the time lost (if required) on the above-mentioned date(s).

Signature of Supervisor	Date	Signature of Student	Date
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PART 3: PARENT SIGNATURE REQUIRED (only required if make-up day is not waived)

**** If a student is required to make up an absence, parent/guardian, please read and sign****

I, the parent/guardian of the student, understand the **student will be responsible for their own transportation to and from work on their make-up day. A charge of \$350 will be added to the student's account until the make-up date is complete or once the day is waived.**

Signature of Parent/Guardian Date

PART 4: 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 (PRINT): _____

Supervisor Signature: _____ Date: _____

AVAILABLE MAKE-UP DATES FOR 2023 – 2024

Student: For an absence, please coordinate a make-up day with your supervisor as soon as possible. ****Student must arrange their own transportation.**

Available Make-Up Dates:

(Must be approved by supervisor. Please write the date in Part 1 section on reverse side)

2023

Monday, October 9, 2023 (Columbus Day/ Indigenous People's Day)

Monday, November 20, 2023 – Friday, November 24, 2023 (Thanksgiving Break)

Monday, December 18, 2023 – Friday, December 29, 2023 (Christmas Break)

2024

Tuesday, January 2, 2024

Wednesday, January 3, 2024

Monday, January 15, 2024 (MLK Day)

Monday, February 19, 2024 (President's Day)

Monday, April 1, 2024 – Monday, April 5, 2024 (Spring Break)