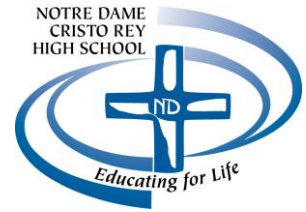


Notre Dame Cristo Rey High School
Corporate Work Study Program
2018-2019



Absence Make-Up Form

Student and Corporate Partner Information

Student Name: _____ Grade/Day: _____

Company Name: _____

Supervisor: _____ Phone: _____

Date Absent: _____

Make Up Day Procedure

Step 1: Before Make up day opportunities (February, April or June vacation) CWSP will send the student with Make Up Day form to discuss options with their supervisor.

Step 2: The Supervisor decides: *Is a Make Up day necessary for the student?* CWSP suggests supervisors have students make up some if not all of their missed days.

Step 3: If YES Circle "YES, I would like a make-up day" below, select a date with your student from the back of this sheet, and both Student & Supervisor sign below in **Part 1**. (If there is no list, contact Julia White)

Step 3: IF NO Circle "NO Make-up day is necessary" below. Both Student & Supervisor sign below in **Part 1**.

Step 4: Return this form to Julia White in the Corporate Work Study Office via email, or by sending back with the student. (email: jwhite@ndcrhs.org and phone: 978-689-8222 x23)

Step 5: On the day of the scheduled make up, the Supervisor completes **Part 2** to confirm the student has completed his/her make up day. Send completed form back to Julia White.

Part 1: Schedule Make Up Day (Student & Supervisor signature)

Circle One: YES, I Would Like a Make Up Day OR NO Make-up Day is Necessary

Agreed-to Make-up Date: _____ (if NO make-up day is necessary, write N/A)

The Student and I have discussed his/her absence(s) and have agreed upon the above.

Supervisor Signature

Student Signature

Date

Student: I will require transportation to / from my make-up day. **Please circle: yes / no**

Part 2: Completion of the Make Up Day (Supervisor signature)

The Student completed the make-up day and is cleared of the absence stated above.

Supervisor Signature

Date