

CRISTO REY CORPORATE INTERNSHIP PROGRAM – MAKE-UP DAY FORM

2ND SEMESTER: JANUARY 2019-JUNE 2019

EACH ABSENCE THAT IS NOT MADE UP WILL RESULT IN A \$150 CHARGE TO THE STUDENT’S ACCOUNT

DAYS MISSED IN THE 2ND SEMESTER MUST BE MADE UP BY JUNE 5TH FOR SENIORS AND JUNE 26TH FOR ALL OTHER STUDENTS

STEP 1: SCHEDULE YOUR MAKE-UP DAY

Instructions: Student coordinates a date for the make-up day with his/her supervisor. The student, supervisor, and parent/guardian signs the front of the form.

Student Name (print): _____

Date(s) Absent: _____

Company Name: _____

Supervisor Name (print): _____

Make-up Date(s) Confirmed by Supervisor: _____
(Enter dates here; see reverse side for available dates)

SUPERVISOR/STUDENT AGREEMENT

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

PARENT/GUARDIAN AGREEMENT

*I, the parent/guardian of the student worker, understand he/she **will be responsible for scheduling their transportation to and from work on their make-up day.** Students may arrange transportation with CIP by checking YES on the days marked with an asterisk (*) on the back of this form. I understand that each absence not made up will result in a \$150 charge to my student’s account.*

Signature of Parent

Date

Please complete the transportation section on the reverse side

Available Make-Up Dates 2nd Semester 2018-19:

Available Make-up Dates: Date must be approved by Supervisor	Transportation Options: Student & Parent please select if available
Monday, February 18th President's Day – School CLOSED	NO CIP TRANSPORTATION. Students must arrange their own transportation.
*Friday, March 29th Faculty Professional Day - No Classes/No CIP	<input type="checkbox"/> Yes, I would like transportation from CIP <input type="checkbox"/> No, I will arrange my own transportation
Monday, April 15th - Friday, April 19th Monday, April 22nd Easter Break – School CLOSED	NO CIP TRANSPORTATION. Students must arrange their own transportation.
SENIORS ONLY *Monday, June 3rd - Wednesday, June 5th	<input type="checkbox"/> Yes, I would like transportation from CIP <input type="checkbox"/> No, I will arrange my own transportation
*Friday, June 21st Monday, June 24th - Wednesday, June 26th Freshman, Sophomore, & Junior Make-up days	<input type="checkbox"/> Yes, I would like transportation from CIP <input type="checkbox"/> No, I will arrange my own transportation

Students, Please Note:

Make-up days cannot be scheduled at the last minute. For CIP planning purposes and to be courteous to the workplace, **make-up days must be scheduled no later than five (5) school days prior to the date of the make-up day.**

The last day to complete make-up days for the 2nd Semester is June 5, 2018 for Seniors and June 27, 2018 for all other students.

STEP 2: CONFIRM THAT THE MAKE-UP DAY WAS COMPLETED

Instructions: The supervisor signs this section **on the student's make-up day.**

I agree that the student made-up the day that was agreed upon and is cleared of their absence.

Supervisor Signature: _____ Date: _____

Supervisor Name (please print): _____