**Cristo Rey Corporate Internship Program –**

***Make-up Day SCHeduling form***

**2nd Semester: January – June 2020**

**\*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 Friday, June 19th to avoid a $150 charge***

**Schedule your make-up day**

**Instructions:**

1. **Student coordinates** a date for the make-up day **with his/her supervisor**.

2. The student AND supervisor fill out/sign the form; the student turns this form back into CIP.

3. The student will then be given a **second form** to be signed by their supervisor when the make-up day has been completed.

**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**

**\*Please complete the transportation section on the reverse side\***

**Available Make-Up Dates for Second Semester:**

|  |  |
| --- | --- |
| **Available Make-up Dates:**  Date must be approved by Supervisor | **Transportation:**  Please select if available |
| **\*Monday, February 17th**  President’s Day – School CLOSED | NO CIP TRANSPORTATION. Students must arrange their own transportation. |
| **\*Friday, March 6th**  Faculty/Staff Retreat – School CLOSED | NO CIP TRANSPORTATION. Students must arrange their own transportation. |
| \***Thursday, March 26th**  Parent Conferences – School CLOSED | NO CIP TRANSPORTATION. Students must arrange their own transportation. |
| **\*Friday, March 27th**  Professional Development Day – No Classes/No CIP | Yes, I would like transportation from CIP  No, I will arrange my own transportation |
| **\*Monday, April 6th – Friday, April 10th**  **\*Monday, April 13th**  Spring Break – School CLOSED | NO CIP TRANSPORTATION. Students must arrange their own transportation. |
| **\*Tuesday, May 26th**  **\* Thursday, May 28th**  **\*Friday, May 29th**  **Seniors ONLY** | Yes, I would like transportation from CIP  No, I will arrange my own transportation |
| **\*Monday, June 15th – Friday, June 19th**  **Non-Seniors ONLY** | Yes, I would like transportation from CIP  No, I will arrange my own transportation |

**Your make-up day will not be marked complete until you turn in your second form. Failure to do so will result in a $150 fine to your student account!**