



CRISTO REY NEW YORK CORPORATE WORK STUDY ABSENCE MAKE-UP FORM

SCHEDULING A MAKE-UP DAY

1. Cristo Rey student associates are required by the school to make up any time they have missed from work.
2. For an absence, students must coordinate a make-up day with their supervisor as soon as possible. This form **MUST** be signed by you, a Parent/Guardian, and your supervisor, and with the required information.
3. Available make-up dates are listed on the reverse side. The earliest possible date should be scheduled.
4. *****RETURN this make-up form completed to your Partnership Associate in CWSP the next school day. Failure to do so will result in a \$100 fine.**

TO BE COMPLETED BY STUDENT, AND ALSO SIGNED BY SUPERVISOR AND PARENT

Student Name:	Date(s) Absent:	Reason:
Company Name:	Supervisor Name:	Supervisor Phone: Supervisor Email:

☐ Make-up date(s) Agreed by Supervisor (see reverse side for available dates): _____

OR

☐ Make-up waived/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

**** If student is required to make-up date, 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. **Cristo Rey New York will not release end-of-year report cards to the student unless all make-up days are completed.**

Signature of Parent/Guardian

Date

AVAILABLE MAKE-UP DATES FOR 2025 – 2026

Student: For an absence, please coordinate a make-up day with your supervisor as soon as possible. ****Return this form to CWSP as soon as you have the date scheduled.**

2025

Monday, October 13th (Indigenous Peoples' Day)

Friday, October 31st (Teacher Workday)

Tuesday, November 11th (Veteran's Day)

Tuesday, November 25th (ONLY for 9th, 10th and 12th graders)

Wednesday, November 26th & Friday, November 28th (Thanksgiving Break)

Monday, December 22nd- Wednesday, December 31st (Winter Break)

2026

Friday, January 2nd (Winter Break)

Monday, January 19th (MLK Jr. Day)

Thursday, January 29th (ONLY for 9th, 10th and 11th graders)

Friday, January 30th (Teacher Workday)

Monday, February 16th (President's Day)

Friday March 6th – Friday March 13th (Spring Break)

Thursday, April 2nd – Monday, April 6th (Easter Break)

June dates must be discussed with your Partnership Associate.

**** All senior makeup days MUST be completed before June 12th to be eligible to graduate.**