DE LA SALLE
NORTH CATHOLIC
HIGH SCHOOL

Make-up Day Agreement Form

Corporate Work Study

INSTRUCTIONS:

1. Schedule a mutually agreeable time to make-up your absences with your supervisor. If excused please see Ms. Reyna for a make-up day assignment to earn full points back.
2. Complete this form in PEN ONLY
3. Once you have an agreement with your supervisor, **your parent/guardian must sign this form** before returning it to the CWS Office.
4. Students **must submit this form** to the CWS Office to receive their attendance and dress code points back for their missed day. If you miss your scheduled make-up day, then we will give you 0's for your missed day and you will receive a bill for your missed day.
5. The CWS office will create an e-timecard for your scheduled make-up day once this form is submitted.
6. Missed Days from Semester 1 need to be completed before Semester 2 starts.

Student Reminder:

When scheduling your make-up days please remember the CWS office is not available to provide transportation. It is your responsibility to find transportation to and from your CWS job site and gather your CWS Supervisor contact information for your make-up day.

_____ _____ _____

Print Student Name **Student Cell Phone Number** **Company Name**

Scheduling Make-up Days: Students are required to fill out this form with their supervisor and return once completed to the CWS Office.

Dates Missed	Make Up Dates	When student should arrive/ Their Start time:	When can students schedule a pick-up time/ End Time:	Check if excused from Work day (Student will Receive Assignment from CWS)
				☐
				☐
				☐

Supervisors, Parents/Guardian and Students: By signing below, I verify that the student has agreed to complete their make-up days on the scheduled days.

_____ _____

Supervisor Signature (Required) **Supervisor Name (Required)**

_____ _____

Parent/Guardian Signature(Required) **Parent/Guardian Name (Required)**

_____ _____

Student Signature (Required) **Date**

DE LA SALLE
NORTH CATHOLIC
HIGH SCHOOL

MAKE-UP DAY AGREEMENT FORM

CORPORATE WORK STUDY

Dates available to make up your CWS Missed Days

If you missed a day of work, please follow up with your supervisors to determine which dates below you can work to make up for the missed day.

Days the school is closed:

October 9, 2026

October 23, 2026

November 2, 2026 (Freshmen, sophomores and Seniors only)

November 11, 2026

December 18, 2026 - January 4, 2027

January 18, 2027

January 25, 2027 (Freshmen, sophomores and Seniors only)

February 15, 2027

March 22-26, 2027

March 29, 2027

April 12, 2027 (Freshmen, Sophomores and Seniors only)

May 7, 2027

May 19, 2027

May 31, 2027

Seniors Only: Second-semester make-up days must be completed by June 6, 2026, to ensure graduation week eligibility.

All other students: Second Semester Make-up Days need to be completed before June 30, 2026

DLSNC CWS OFFICE USE ONLY

_____ SalesForce Updated

_____ Finance Tracking Sheet Updated

_____ Grade Updated

By: _____

Date: _____