

Covington High School

Short Day Permission Form for 2026-2027 School Year

Covington High does NOT recommend a Short Day Schedule. If a student needs to work, it is recommended that the student participate in a school sponsored work program such as Internship (Off-campus ONLY). **Students electing to take a short day schedule in the senior year will negatively impact their rank-in-class.** Also, St. Tammany Parish School Board policy **requires that students be enrolled in at least two (2) classes each semester.**

Many school activities require that a student be in school all day (Band, Dance and Flag Teams, and any officer in any club, class, or organization.) It is the responsibility of the student to check on these activities before scheduling a short day. Certain subjects may be offered only in the afternoon and therefore may not be available to short day students. Also, CHS cannot give scheduling priority to short day students. There may be other activities or programs not now known that may require a student to be full-time in order to participate or qualify. Examples would be certain scholarships, social security income, welfare payments, etc.

In order for a student to be eligible for Short Day students MUST meet the following requirements:

1. **Require less than 8 units to meet graduation requirements.**
2. **Have earned a score of 20 or higher on the ACT or a score of Gold or higher on the WorkKeys assessment AND have met at least 1 component of the LDOE College, Career, or Service Accelerator.**
3. **Have met attendance requirements their Junior year (no seat time assigned).**
4. **Leave campus immediately after their last scheduled class (must have transportation).**
5. **Not visit any other school campus during school hours.**
6. **Keep the short-day schedule as designated for the entire semester.**
7. **Attend all classes when there is an alternate schedule or event.**
8. **Not be enrolled in any online course work for graduation requirements.**

Parents or Guardians will:

1. **Be responsible for the student when he/she leaves school.**
2. **Provide transportation for the student to leave school at the designated time each day.**
3. **Be prepared to make arrangements if the home situation changes. Classes cannot be added during the semester.**
4. **Notify the school principal if you are no longer responsible for the student.**

I request that (print name) _____ be permitted to add short day to his/her schedule during the 2026-2027 school year. I understand that my child must earn the *required* 24 credits (TOPS University) or the *required* 23 credits (TOPS Tech), meet all course requirements, and pass the necessary LEAP 2025 exams in order to meet the state requirements for graduation. (Note: TOPS Tech students must also earn certain credentials.) I also understand that Covington High administrators and school counselors do not recommend a short day schedule for students. I also understand that in previous years, many students should have taken at least one additional subject to insure having adequate credits to graduate.

Parent/Guardian's Signature Date _____ Home Phone _____

Student's Signature Date _____ Work Phone _____

Approved? YES or NO

Counselor Comments: