

CREEKSIDE HIGH SCHOOL

Home of the Knights



August 10, 2026

Welcome back students and parents,

Welcome to Co-Op! I hope you are all ready for a great senior year. You are receiving this message because you/ your Senior is currently enrolled in the course title Executive Intern, or Co-Op. Students will be off campus during the class period(s) called Executive Internship.

If you have not already done so, please sign and return [this form](#) at your earliest convenience: *Students who do not submit a completed form by Monday, August 24, 2026, will be removed from the course.* Please review these Frequently Asked Questions:

What should I turn in?

Students are expected to submit documentation of 25 hours monthly to earn an A in the course. Documentation of hours should include:

- Student's name
- Dates worked
- Hours worked on each day
- Total number of hours for the pay period or month.

Paystubs are ideal. Please do not submit a schedule or anything showing multiple names and schedules. Social Security numbers or other sensitive information may be redacted.

What if I do not receive a traditional paystub?

You may submit a signed, dated letter on company letterhead with the required information. Letters must be signed by a supervisor. Students who are self-employed (babysitting, moving lawns, etc.), must submit a letter signed by parents.

When do I turn hours in?

Hours for a given month are due the first school day of the following month:

- August hours due September 1, 2026
- September hours due October 1, 2026
- October hours due November 2, 2026
- November hours due December 1, 2026
- No hours are required for December
- January hours are due February 1, 2027
- February hours are due March 1, 2027
- March hours are due April 1, 2027
- April hours are due May 3, 2027

These dates will be posted in Schoology and on the [CHS School Counseling page under Co Op/ Executive Internship](#).

How will I turn hours in?

Students will go to the **Schoology Course Executive Intern 2: Section 7-7** and go to the Materials folder.

Will I be reminded to submit hours?

Yes. Everything will be posted in Schoology. Since I do not see Co Op students on a daily basis, it's critical that you are receiving notifications. Please go to

- Schoology
- Courses
- Executive Intern 2: Section 7-7
- Notifications (top right corner)
- Select Course update posted
- Save Changes

How will my hours be graded?

- Submitting 25+ hours on or before the due date 100%
- Submitting no hours 50%
- Any other grade indicates less than 25 hours were submitted

What if I cannot work the required number of hours?

Please see your counselor or Ms. Bunnell if you suspect you cannot work the required monthly hours. We understand that things happen and these circumstances may be out of your control.

Please be responsible and proactive in your communication.

Please note – ***HOURS SUBMITTED FOR CO OP CANNOT ALSO BE SUBMITTED FOR BRIGHT FUTURES ELIGIBILITY.*** Students who are pursuing the Bright Futures scholarship should submit any working or volunteer hours completed through July of 2026 to Ms. Hemmer in the Guidance Office. Please see Ms. Bunnell or your assigned school counselor if you have any further questions.

Sincerely,

Ashley Bunnell

And Creekside School Counseling Department

Ashley.Bunnell@stjohns.k12.fl.us

904.547.7344