



**KATHLEEN BABINEAUX BLANCO**  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

**PHILLIP J. JONES**  
SECRETARY

**MATTHEW A. JONES**  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 03-071

**August 13, 2003**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** **Student Status Updates**

This is a reminder that student employees are required to verify their **full-time** student status at the beginning of the spring and fall semesters in order to retain eligibility for State employment.

Please give each student in your department a copy of the attached student application with instructions to update the application and obtain school certification. Certified applications should be returned to the Human Resources Office no later than September 1, 2003.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Attachment

**Please Post and Circulate**