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LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-003

February 5, 2004

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 Monday, February 9, 2004.

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

Attachment

Please Post and Circulate