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LIEUTENANT GOVERNOR

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

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## 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**