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

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-42

August 10, 2004

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

FROM: Mary V. Gloston
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 have each student in your department update an Application For Student Employment and obtain school certification. Certified applications should be returned to the Human Resources Office no later than September 1, 2004. Applications can be downloaded at <http://www.dscc.state.la.us>, go to "HR Info Center" located on the left-hand side of the page, and then click on "Downloadable Forms."

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

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