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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

## HUMAN RESOURCES MEMORANDUM NO. 05-033

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

**FROM:** Mary V. Gloston  
Human Resources Director

**SUBJECT:** Student Status Updates

**DATE:** September 19, 2005

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 October 3, 2005. Applications can be downloaded at <http://www.dsos.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.

MVG:JR:cm

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