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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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SECRETARY

DAWN WATSON  
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## HUMAN RESOURCES MEMORANDUM NO. 08-002

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

**FROM:** Jan Ramezan *JR*  
Human Resources Director

**SUBJECT:** Student Status Updates

**DATE:** January 8, 2008

In order to retain eligibility for State employment, student employees are required to verify their **full-time** student status at the beginning of the spring and fall semesters.

Please have each student in your agency update the attached Application For Student Employment (SF-10D) and obtain school certification. Certified applications should be returned to the Human Resources Office no later than February 1, 2008.

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

JR:cm  
Attachment  
c: Personnel Liaisons

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