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LIEUTENANT GOVERNOR


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

PAM BREAU
SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 09-032

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

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: Student Status Updates – Fall 2009

DATE: August 26, 2009

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 for the fall 2009 semester should be returned to the Human Resources Office no later than September 21, 2009.

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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