



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

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SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2010-001

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, 2010

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 5, 2010.

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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