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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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UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 2012-025**

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

**FROM:** Rikki Nicole David, SPHR <sup>RND</sup>  
Human Resources Director

**SUBJECT:** Student Status Update

**DATE:** September 6, 2012

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 September 28, 2012.

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

RND:la

Attachment

c: Personnel Liaison

**Please Post and Circulate**