



State of Louisiana

MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-002

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

FROM: Mary V. Gloston ^{MVG}
Human Resources Director

SUBJECT: Student Status Updates

DATE: January 18, 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 January 28, 2005. Applications can be downloaded at <http://www.dscs.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:cm

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