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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. 07-017**

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

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

**SUBJECT:** Student Status Updates

**DATE:** August 21, 2007

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 agency update an Application For Student Employment and obtain school certification. Certified applications should be returned to the Human Resources Office no later than September 5, 2007. 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.

JR:cm  
c: Personnel Liaisons

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