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LIEUTENANT GOVERNOR

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

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DEPUTY SECRETARY

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UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 2015-027**

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP <sup>(RND)</sup>  
Human Resources Director

**SUBJECT:** Student Status Update

**DATE:** August 25, 2015

In order to maintain eligibility for state employment, all OLG/DCRT student workers 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 must be returned to the Human Resources Division no later than September 11, 2015.

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

RND:rnd  
Attachment

c: Personnel Liaisons

**Please Post and Circulate**