



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

OTHER PERSONAL SERVICES (OPS) STATEMENT OF STUDENT STATUS

Employee's Name _____

Date: _____

Other Personal Services (OPS), degree-seeking students may be employed for an unlimited number of hours without a request for extension. It is the responsibility of the hiring authority to submit the appropriate documentation to the Department of Juvenile Justice, Personnel Department.

OPS employees should designate if they are a degree-seeking student and at which institution they are enrolled. It will be necessary for the student to provide documentation of enrollment, either student identification or a copy of enrollment verification each semester or quarter.

PLEASE COMPLETE THE FOLLOWING AND ATTACH THE APPROPRIATE DOCUMENTATION IF "YES" IS CHECKED.

- YES, I am a degree seeking student. Documentation is attached.
- NO, I am not a degree seeking student

If yes, I am presently enrolled at _____ for the
 _____ Semester/quarter that is from _____
 (Month/Year)
 through _____.
 (Month/Year)

Employee's Signature

Supervisor's Signature

Created 9/3/97
Revised 2/1/06