

Indian Industrial School,
CARLISLE, PA

Agency,

Dec. 12, 1900

I hereby certify that the within descriptive statement correctly shows all changes in the school employee force under my charge which have not previously been reported; and that the employees herein shown as appointed actually entered on duty on the dates indicated.

R. H. Pratt

Major 10th Cavalry, Supt. Agent-in-Charge

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OFFICE OF
DEC 14

1900

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Indian Industrial School, Agency,
CARLISLE, PA

Dec. 12, 1900

R. H. Pratt
Major 10th Cavalry, Supt. U. S. Indian Agent.

Reports Changes in School Employees.

Approved *Dec 20*, 1900

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SCHOOL EMPLOYEES.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS.

To Agents and Bonded Superintendents:

All appointments, transfers, removals, and promotions in the Indian School Service are made by order of the Commissioner of Indian Affairs.

Upon the within "Descriptive Statement" immediately after instructions, you will submit all such changes in your school employee force for approval. Do not report changes in *Agency* positions on this blank, nor changes in school positions paying \$96 or less per annum.

Every column must be properly filled out, and you will refer to the file number and date of the office letter directing the change. In case of an emergency, you may fill a vacancy temporarily, but such temporary appointment must be immediately reported to this office with full and explicit reasons therefor.

No appointment or relief should be reported until the employee has *actually* entered on duty, or terminated service.

In the column designated "Legal residence," show the State from which the employee was originally appointed to the Indian Service, and in that of "Date of original appointment," state the time the employee first entered the Indian Service.

In the descriptive statement the SEX may be designated by the letter M for male and F for female; the RACE by W for white, N for Negro, I for Indian, H for half-breed, C for Chinese, etc.; the correct AGE is to be given when known—when it is estimated, a line should be drawn under the figures; S designates single, M married, and W widowed.

The reports of "Changes in School Employees" are not considered as a substitute for "Quarterly Reports of School Employees." The latter must be made regularly and promptly, without regard to these.

DESCRIPTIVE STATEMENT of changes in School Employees at

Indian Industrial School.

Agency,

submitted

Dec, 12,

1900,

by R. V. Pratt,

Major 10th Cavalry, Regt.,

U. S. Indian Agent.

APPOINTED: NAME IN FULL	AUTHORIZED POSITION.	COMPENSA- TION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTER- ING ON DUTY UNDER THIS APPOINTMENT.	SEX.	RACE.	AGE.	Single, Married, or Widowed.	BIRTHPLACE.	LEGAL RESIDENCE.	PREVIOUS OCCUPATION.	DATE OF ORIGINAL APPOINTMENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Effie Moul	Asst. Matron	\$420.00	Carlisle	Dec. 1, 1900	F	W	29	S	Penna.	Penna.	Teacher	Dec. 1, 1900	Dec. 10, 1900. Ed. 58927-1900. Auth. 68392.
Wm. B. Gray	Dayman	420.00	"	"	M	"	25	M	"	"	Dayman	July 1, 1895	"
Rosa J. Courassa	Asst. Matron	600.00	"	"	F	S	30	M	Mich.	Mich.	Clerk	Aug. 1, 1892	Was Marion St. DeLose, transferred last at Phoenix Indian School, Arizona, as clerk, under name of Rosa Courassa.

RELIEVED: NAME IN FULL	AUTHORIZED POSITION.	COMPENSA- TION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TER- MINATING SERVICE.	REASONS DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Wm. B. Gray	Dayman	\$360.00	Carlisle	Nov. 30, 1900	Promoted	Salary increased to \$420.00 per year	Dec. 10, 1900. Ed. 58927-1900. Auth. 68392.
Marion St. DeLose	Asst. Matron	600.00	"	Dec. 3, 1900	Transferred	Transferred to Navajo School, Tulepeque, Ariz.	Nov. 26, 1900. "Educational."

Moul is temp (Dec 30 days emergency)