

2153

OFFICE OF
INDIAN AFFAIRS.
Rec'd JAN 26

1889.

refers

Capt. R. H. Pratt
Carlisle Sch

Jan 7/89

Reply to office
letter Jan 5 - & makes
report rel to duties
of Anne S. Ely. Then
closes copies of HamptonWm COffice of Supt Ind Schools
Jan. 12. 1889Reply refer to Com and affs
S H Allen
Supt

file

E

21312
U. S.

Indian Industrial School,
Carlisle, Pa.

Jan'y. 7. 1889.

Hon. S. H. Albro

Supt. Indian Schools,

Washington, D.C.

Sir:

Replying to yours of Jan'y. 5th, asking the particular duties of Anne S. Ely, Agent for out pupils, and during what part of the year she is engaged in that duty, I have respectfully to inform you, that she has general charge of all correspondence and records relating to pupils we place out in families. Her duties are continuous throughout the year, but more arduous during the summer months, when the number of out pupils is much greater. She writes, on typewriter, all the letters relating to out pupils; replying to patrons, applicants and pupils; copying the same in letter press book, and checks and files all letters received. The letters

written in July last numbered 511, those received in that month 568. In Decr. 109 were written, and 271 received. I give the heaviest and lightest month of the year.

The books of record consist of 1st one containing the address of each pupil, name of patron, when sent, and railroad point: 2nd A list of applicants, with their address and endorsements, date of application, when pupil is needed, and kind of pupil: 3rd The record of monthly reports and date of receipts.

I depend upon Miss Ely to keep in mind each pupil out, with all the circumstances connected with him. She is also required to attend to forwarding pupils; purchasing R.R. tickets, and see that they have cards commending them to the care of conductors and others. She occasionally visits the out pupils, but her duties in connection with the Office are so constant and arduous, that I have oftener, of late, sent some other employe;

Albino, Sept.

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usually, the matron of the girls to visit the out-girls, and some of the male employes to visit the boys. This department furnishes more work than Miss Ely, or any one Clerk can attend to, and in the summer months I have had to provide a special help.

I inclose copies of the different blanks connected with Miss Ely's department.

Very Respectfully
Your Obl. Servt.

R.H. Pratt

Capt. 10th Cav.
Sept.

2153

INDIAN OFFICE.

Inelos No. /

1889.

U. S.

Indian Industrial School,

Carlisle, Pa., 188

Dear friend:

*We require all students to write to their homes once a month. When at the school, we see that such letters are written. There is complaint from their parents and friends that students out from the school do not write. Will you please require.....
to write promptly at the end of each month?*

Respectfully,

.....
Capt. & Supt.

Monthly Report required for each
out pupil.

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Capt. R. H. Pratt,

Supt. Indian Industrial School,

Carlisle, Pa.,

The following is the Report of

student from your school in my employ, during the month
of

Conduct

Habits

Health

Kind of Work

Ability and Industry

Wages

Number of days at school during month

Amount of money given to pupil during month

What was bought with it

Whole amount to h credit in my hands \$

Remarks

Respectfully,

In charge of pupil.

*Notice sent when Report fails to
arrive.*

U. S.

Indian Industrial School,

Carlisle, Pa., 188

Dear friend:

*Your report of pupil under your care for last month has
not been received. Please fill all blanks and forward at once. In all
cases send reports at the END OF EACH MONTH, even if pupil has
been with you only ten days.*

Respectfully,

R. H. Pratt,

Capt. & Supt.

Regulations to Govern Persons in Charge of out Students.

1. Do not allow pupils the free use of money. Advise and assist in all purchases of clothing and other necessities, which, charge up at the time. Give pupils spending-money occasionally if asked for it, but if bad use is made of it withhold it and notify me. When returning to the school give enough money for transportation and send balance to me in check, in favor of pupil.

2. Pupils must attend Sabbath School and Church regularly where such privileges are accessible.

3. Absence without your permission, or loafing evenings and Sundays must not be allowed.

4. Pupils visiting their companions must not be encouraged to make a practice of staying for meals.

5. Patrons or others are not to hire pupils who have been sent to their neighbors without my consent, nor should students be encouraged to change places.

6. Except authorized by me, students are not to return, nor be returned to the school before the period for which they engaged expires.

7. Pupils are not to use tobacco or spirituous liquors in any form. This or any other offense against good order must be reported to me at the time.

8. When out for the winter, pupils are to attend school at least four months, working out of school hours for board and washing.

9. Pupils must bathe at least twice a week.

10. Encourage pupil to read and study during the off hours, even at busy seasons, and give some assistance.

11. Reports must be sent in promptly at the close of each month.

R. H. Dratt.

*Indian Industrial School,
Carlisle Pa.,*

Capt. and Supt.

Sent when new patron applies for a pupil
Indian Industrial School,

Carlisle, Pa.,.....188

Our object in placing pupils in families is to advance them in English and the customs of civilized life.

We send out as many as we can spare towards the end of the school term, then visit them before our school opens in September, and if everything is satisfactory, arrange for them to remain one or two years.

Pupils remaining out over winter must attend school at least four months and their labor out of school hours must pay their keep.

They are paid, as other persons, according to ability. Wages can be arranged after a two weeks trial and advanced as deserved. I must be kept informed of the wages fixed upon and any changes thereafter.

R. H. Dratt.

Capt. and Supt.

Please answer the following questions, tear off at this line and return to me.

1. Who are your references?
2. Who compose your family?
3. What other employes do you keep?
4. Is the use of tobacco or liquor allowed in your household?
5. Does your family attend religious services, and would the pupil have the same privilege?
6. What is the age of the.....you wish?
7. What will be the nature of.....work?

Signature.....

Date.....

P. O.

607 Leaf from visiting Agents book.

Report of _____, student of Carlisle Indian

Industrial School, living with _____ of

_____ Co., State of _____

Railroad Station, _____

Pupil received, _____

Health, _____

Conduct and Habits, _____

Cleanliness, _____

Ability, _____

Economy, _____

Number of Months at School, _____

Grade or quality of School, _____

Name and address of teacher, _____

Attends what Church and Sabbath School? _____

Wages, _____

When return? _____

(NOTE: Any general statement or wishes of patron or pupil, together with Agent's estimate of place and people.)

Visiting Agent.

Report of

....., student of Carlisle Indian

Industrial School, living with

..... Co., State of

Railroad Station,

Pupil received,

Health,

Conduct and Habits,

Cleanliness,

Ability,

Economy,

Number of Months at School,

Grade or quality of School,

Name and address of teacher,

Attends what Church and Sabbath School?

Wages,

When return?

(Note: Any general statement or wishes of patron or pupil, together with Agent's estimate of place and people.)

Visiting Agent.