

Indian Industrial School.

CARLISLE, PA. Agency.

Nov. 26, 1901

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.

Elyard Allen
Acting Supt.
~~Agent or Supt.~~

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Indian Industrial School,
CARLISLE, PA. Agency,

Nov. 26, 1901

R. A. Pratt
Lt. Col. 15th Cavalry, Supt.
~~U. S. Indian Agent,~~

Reports Changes in School Employees.

Approved *Dec 3*, 1901

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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 and Congressional district legally claimed by the employee, 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 widow.

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.

THIS BLANK MUST BE FILLED OUT IN ACCORDANCE WITH PRINTED INSTRUCTIONS.

DESCRIPTIVE STATEMENT of changes in School Employees at

submitted

Nov. 26, 1901, by R. H. Pratt

Indian Industrial School,

CARLISLE, PA

Agency,

Lt. Col. 15th Cavalry, Supt.

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.
										STATE.	CONG. DIST.			
Howard E. Gansworth	Laborer	\$600. y.	Carlisle	Nov. 3, 1901	M.	C.	25	S	N. Y.	N. Y.	30th	Student	Nov. 3, 1901	Vice Ephraim Lease
Frances A. Veitch	Asst. Matron	600. "	"	" 7. "	F.	W.	32	S	Ohio	Ohio	9th	Teacher	March 7, 1900	" Pearl McArthur, transferred.
William Burgess	" Printer	600. "	"	" 1. "	M.	W.	48	S	Penna.	Penna.	14th	Teacher and Editor	Nov. 1, 1901	" James R. Wheelock, promoted

RELIEVED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSA-TION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TER-MINATING SERVICE.	RESIGNED, DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Ephraim Lease	Laborer	\$600. y.	Carlisle	Oct. 31, 1901	Dismissed	No longer needed for such labor as he was able to perform.	

The appt. William Burgess is apptd temp.*