

12640

Indian Office

Incl. No.

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1902

Indian Industrial School,

Carlisle, Pa. *Feb 27 1902*

Pratt, R. H.,

Lt. Col. 15th Cav'y, Supt.

*Submitting nominations
of changes in school
employees*

3/23 -

Department of the Interior,
INDIAN SCHOOL SERVICE,

Carlisle, Pa. Feb. 27, 1902.

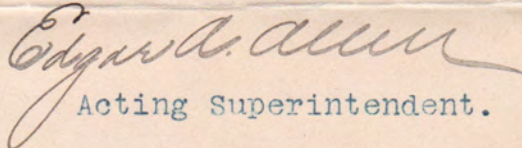
To the Honorable
Commissioner of Indian Affairs,
Washington, D.C.

Sir:-

Referring to your letter dated Feb. 4th., marked "Education" concerning Miss Isabel Schweier and Miss Lulu C. Lewis, who were temporarily employed here as teachers, and whose relief is submitted to you to day, I have the honor to inform you that, owing to the near approach of the time when quite a number of our pupils will go to the country under the outing system, we shall be able to get on with our school room work to the close of the present fiscal year by employing one of our graduates for a short time.

After March 1st., I will submit the nomination of one of our graduates to fill one of these positions temporarily, and will therefore not require any appointments by the Department.

Very respectfully,


Acting Superintendent.

(S.J.N.)

A.B.B.

Indian Industrial School,
CARLISLE, PA.

Agency

Feb 27, 1902

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.

Edgar A. Allen
Acting Superintendent, Agent or Supt.

12640

OFFICE OF
Indian Affairs
Rec. FEB 28

1902

5-241.

67/25

Indian Industrial School
CARLISLE, PA. Agency

Feb. 27, 1902

Edgar A. Allen
U.S. Indian Agent,
Acting Superintendent.

Reports Changes in School Employees.

Approved *Mar. 20/02*, 1902

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M

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.

Indian Industrial School,

DESCRIPTIVE STATEMENT of changes in School Employees at
submitted

CARLISLE, PA Agency,

Feb. 27, 1902, by Edgar A. Allen Acting 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.			
James Miller	Asst. Disciplinarian	\$120-2	Carlisle	Feb. 1, 1902	M	I	23	S	Wis	Wis	10	Student	Feb. 1, 1902	Dec. Samuel Miller, graduate, gone home
Jas. E. Johnson	Do.	120-2	"	"	"	"	24	"	"	"	9	"	"	William Mt Pleasant

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.
Samuel Miller	Asst. Disciplinarian	\$120-2	Carlisle	Jan. 31, 1902	—	Graduated and gone to his home	
William Mt Pleasant	"	\$120-	"	"	—	"	
Isabel Schweier	Teacher	\$540-	"	Feb. 8.	—	Did not pass civil service examination	Feb. 4, 1902. Education
Lulu C. Lewis	"	540-	"	" 12 "	—	Employed Temporarily	"