

Indian Industrial School,

CARLISLE, PA

Agency

April 29, 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 Supt.
Agent or Supt.

E

Approved

May 7

1902

To Carlisle

May 2/02

5/7

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OFFICE OF
Indian Affairs
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Indian Industrial School
CARLISLE, PA

Agency

April 29, 1902

Edgar A. Allen
U. S. Indian Agent
Acting Supt.

Reports Changes in School Employees.

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.

Indian Industrial School,

DESCRIPTIVE STATEMENT of changes in School Employees at
submitted

CARLISLE, PA

Agency,

April 29, 1902, by Edgar A. Allen, Acting Supt., U. S. Indian Agent.

APPOINTED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTERING 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.			
Laura Jackson	Outing Matron	\$800-2	Carlisle	April 24, 1902	F	W	54	S	W.C.	Mass.	2	Teacher	Sept 16, 1900	April 28, 1902, "Ed. Auth. 75522, 20335-22412-1902."

RELIEVED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TERMINATING SERVICE.	RESIGNED, DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Paul A. Walter	Tailor	\$720-2	Carlisle	March 31, 1902	Resigned	Ill health	Sept 16/03
Josephine Janese	Teacher	540-0	"	April 4, 1902	—	Services no longer required on account of pupils going to country homes	Resignation herewith
Laura Jackson	Girls' Manager	800-"	"	" 23 "	—	Position abolished, position of Outing Matron established.	April 28, 1902, "Ed. Auth. 75522, 20335, 22412-1902."

Jackson is temp.
(asc 3 nos)
In con. 69

Flandreau, S. D.

March 27, 1902

Supt- Allen.

Carlisle. Pa.

Dear Sir.

I herewith tender
my resignation as Tailor at
Carlisle Indian School, to take
effect April 1st-1902.

Ill health demands that
I should take a rest- for at
least a year. Thanking you for
past- Favours I am.

Respectfully

Paul A. Walter.

Tailor.

Carlisle Indian School