

Indian Industrial School,
CARLISLE, PA.

Agency,

Oct 8, 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.

R. H. Pratt

Agent or Sup't.

Lt. Col. 15th Cavalry, Sup't.

59735

OFFICE OF
Indian Affairs
Rec. OGT 9

1902

5-241.

70/71

Indian Industrial School,

CARLISLE, PA. Agency,

Oct 8, 1902

R. H. Pratt

Lt. Col. 15th Cavalry, Indian Agent,

Reports Changes in School Employees.

Approved *Nov. 10*, 1902

~~*File*~~

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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.

Indian Industrial School,

DESCRIPTIVE STATEMENT of changes in School Employees at

CARLISLE, PA Agency,

submitted Oct 8, 1902, by R. H. Cratt

Lt. Col. 15th Cavalry, Supt, U. S. Indian Agent.

APPOINTED:		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.
NAME IN FULL.											STATE.	CONG. DIST.			
Edgar A. Allen	Asst Supt Principal Teacher	\$225.00	Carlisle	Sept 10-1902	M	W.	36	M		Iowa	Penna	19	Asst Supt	Jan 1-1893	Sept 11-1902 "Ed Auth 77685"
Carrie E. Workley	Matron	800.	"	Oct 1-	F	W	33	S		So Car.	So Car	1	Teacher	Sept 25-1894	Vice Etta Knickerbocker, declined 55977-100
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.							
Edgar A. Allen	Asst Supt	\$800.00	Carlisle	Sept 10/02	Promoted	Promoted to position of Asst Supt & Principal Teacher		Sept 16-1902 Ed Auth 77685							
Laura Jackson	Outing Matron	800 "	"	" 30 "	Released	Temporarily employed									
Carrie E. Workley	Teacher	720 "	"	"	Promoted	Promoted to position of Matron									