

Indian Industrial School.

CARLISLE, PA. Agency,

Oct 28, 1902

I hereby certify that the within descriptive statement correctly shows all changes in the school employe 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*

Lt. Col. 16th Cavalry, Suplt., Agent or Suplt.

64657

OFFICE OF  
Indian Affairs  
Rep. OCT 30  
5-241.

1902

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Indian Industrial School.

CARLISLE, PA. Agency.

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*R. H. Pratt*

Lt. Col. 16th Cavalry, Suplt., Indian Agent.

Reports Changes in School Employees.

*To Carlisle Nov. 9/02*

Approved *Nov. 14*, 1902

*File*

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DESCRIPTIVE STATEMENT of changes in School Employees at

Indian Industrial School,  
CARLISLE, PA Agency,

submitted Oct 28

, 1902, by R. H. Pratt Lt. Col. 15th Cavalry, 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.			
Clara L. Smith	Teacher	\$660 Y	Carlisle	Oct 1, 1902	F	W.	42	S.	Penna	Penna	26	Teacher	Jan. 8 - 1898	Oct 18 - 1902 Ed 59734-1902 Auth 78158
Emma H. Foster	"	600 "	"	" " "	"	W.	40	W.	Mich	Ind Dak	—	Asst Matron	Sept 1 - 1891	Vice Clara L. Smith promoted by Emma H. Foster, assigned to position of teacher
Oella C. Munch	Asst Matron	600 "	"	" " "	"	S	42	W	Ohio	Ohio	6	Bookmistress	Oct 1 - 1902	"
S. Kendall Paul	Laborer	600 "	"	" " "	M	"	19	S	Alaska	Alaska	—	Asst Printer	July 1 - 1899	"

RELIEVED: NAME IN FULL	AUTHORIZED POSITION.	COMPENSATION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TERMINATING SERVICE.	REASON, DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Clara L. Smith	Teacher	\$600 Y	Carlisle	Sept 30, 1902	Promoted	Promoted to position of teacher at \$660 per year	Oct 18 - 1902 Ed 59734-1902 Auth 78158
Emma H. Foster	Asst Matron	600 "	"	" " "	—	Assigned " " " vice Clara L. Smith	"

## 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.