

Indian Industrial School Agency, Carlisle, Pa

May 5 - 1903

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
Acty & Supt. Agent in Charge

28958

OFFICE OF
Indian Affairs
Rec. MAY 6

1903

5-241.

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Indian Industrial School Agency,
Carlisle, Pennsylvania

May 5 - 1903

R. H. Pratt, Acty & Supt.
Agent in Charge

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved:

May 13 1903

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am

May 13 1903

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; but changes must be reported as soon as they occur.

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.

Indian Industrial School
CARLISLE, PA

DESCRIPTIVE STATEMENT of changes in School Employees at

submitted

May 5, 1903, by R. L. Pratt Col. Supt., Agent or Superintendent.

| 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. | | | |
| Olga O. Koerner | Asst. Summistress | \$360-4 | Carlisle | May 3, 1903 | F | W | 21 | | Miss Minn | Miss Minn | 4th | Student | May 3, 1903 | April 21, 1903, Ed. 24570-2482 7-1903 |

| 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. |
|----------------------------|-------------------------|---------------|---------------------------------|------------------------------------|---|--|---|
| Mary Miffitt | Asst. Summistress | \$300-4 | Carlisle | April 30, 1903 | Dismissed | Temporarily employed. No one needed in her place for remainder of fiscal year. | |
| Elizabeth Deaught | Asst. Summistress | 360- | | May 2 | | Olga Koerner appointed in her place | |

Your Asst. Seam at 360 p.a. was certified as Olga Koerner & not as Olga O. Koerner as sub. by you. Please advise the Office of her correct name as