

Indian Industrial School.  
CARLISLE, PA.

Agency.

June 24, 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.

Edgar A. Allen  
Acting Supt.  
*Agent or Supt.*

39403

OFFICE OF  
Indian Affairs  
Rec. JUN 25  
1903

1903

13  
115

Indian Industrial School *Agency*  
CARLISLE, PA

June 24, 1903

Edgar A. Allen  
*Acting*  
*Agent or Superintendent*

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved: July 7, 1903

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; 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

June 24, 1903, by Edgar A. Allen, Acting 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.

STATE.

CONG. DIST.

PREVIOUS OCCUPATION.

DATE OF ORIGINAL APPOINTMENT.

DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.

Silo H. Connolly	Sabrer	\$600-4	Carlisle	June 1, 1903	M	W	18	S	Ind. Penna.	1903	Student	June 1, 1903	Temporarily employed rel. Alice G. Turner
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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.

Alice G. Turner	Sabrer	\$600-4	Carlisle	May 31, 1903	Dismissed	Temporarily employed
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