

Indian Industrial School

CONFORMANCE WITH PRINTED INSTRUCTIONS

CARLISLE, PA.

Agency

U. S. Indian Agency

August 7, 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.

E

Approved

August 12 1903

Edgar A. Allen
~~Indian Agent~~
Acting Supt.
Reports Changes in School Employees.

Aug 7 1903

Indian Industrial School
CARLISLE, PA. Agency

73/293

50524 OFFICE OF Indian Affairs Rec. AUG 8 1903

File

10-6151819-01

8/12

M

1907
 1907
 1907

APPOINTED: _____
 NAME: _____
 5-241.

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. A 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 *STATUS* 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

CARLISLE, PA

DESCRIPTIVE STATEMENT of changes in School Employees at

Agency,

submitted

Aug 7-

1903,

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

APPOINTED: NAME IN FULL	AUTHORIZED POSITION.	COMPENSA-TION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTER-ING ON DUTY UNDER THIS APPOINTMENT.	SEX.	RACE.	AGE.	Single, Married, or Widowed.	BIRTHPLACE.	LEGAL RESIDENCE.		PREVIOUS OCCUPATION.	DATE OF ORIGINAL APPOINT-MENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
										STATE.	CONG. DIST.			
Karris E Weekley	Matron	\$860.00	Carlisle	Aug 1, 1903	F	W	34	S	S. Car.	S. Car.	1st	Teacher	Sept 25, 1891	July 31, 1903 "Ed. Auth. 82748-39404-1903"
Dadie E Newcomer	Teacher	660.00	"	" " "	"	"	30	"	Perme	Kansas	5th	"	Jan 1, 1899	Promoted from salary of \$600.00
Mabel B Sherry	"	600.00	"	" " "	"	"	27	M	Ill.	Ill.	12th	"	Nov. 28, 1902	" " " " 540.00
Jas L Scott	"	540.00	"	" " "	"	"	26	A	Texas	Kansas	7th	"	Aug 1, 1903	June 9, 1903 "Ed 32073-1903"

RELIEVED: NAME IN FULL	AUTHORIZED POSITION.	COMPENSA-TION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TER-MINATING SERVICE.	RESIGNED, DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Karris E Weekley	Matron	800-4	Carlisle	July 31, 1903	—	Salary increased to \$860. per annum	July 31, 1903, "Ed. Auth. 82748-39404-1903"
Dadie E Newcomer	Teacher	600-	"	" " "	—	Promoted to position of teacher @ 660. per. annum	" "
Mabel B Sherry	"	540-	"	" " "	—	" "	Dis. Dadie E Newcomer, promoted