

Indian Industrial School,  
CARLISLE, PA.

Agency

Oct 31, 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 Agent for Superintendent

70702 OFFICE OF Indian Affairs Rec. NOV 2 5 241 1903

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Indian Industrial School  
CARLISLE, PA. Agency

Oct. 31, 1903

*Edgar A. Allen*  
Acting Agent Superintendent

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved: *Nov 5* 1903

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FILE

*M*

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

Oct 3,

1903, by

Edgar A. Allen

Acting 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.			
Fred W. Canfield	Teacher	\$720-4	Carlisle	Oct 24, 1903	M	W	22	S	N.Y.	N.Y.	25	Student	Oct 14, 1903	"Ed. 62445-1903"
Cora B. Hawk	Teacher	600-	"	" 27 "	F	"	28	"	Penna	Penna	14	Teacher	" 27 "	" 20, 1903. Ed. 65485-1903"
Alexander J. Pape	Baker	480-	"	" 14 "	M	"	31	M	Md.	Del	—	Baker	" 1, 1903	"Ed. 61834-1903"

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
<p>Cora B. Hawk is temp.</p> <p>All today's new Mo. An appt to this vacancy is now under consideration and it is expected to fill the posi firm at an early date.</p> <p>Also ask extension temp appt. of Wm. S. Snyder of Pa as Baker 480 from Aug 30/03 to Sept 30 inclu. pers. reporting of Alex Pape.</p> <p>In con 6764.</p>							