

Indian Industrial School

CARLISLE, PA

Agency

Dec 29, 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, ^{Agent in Charge} Acting Supt.

83670

OFFICE OF
Indian Affairs
Rec. DEC 80

1903

5-241.

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Indian Industrial School

CARLISLE, PA Agency

Dec 29, 1903

Edgar A. Allen, ^{Acting Superintendent}

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved: Jan 11, 1904

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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.

