

Indian Industrial School

CARLISLE, PA

Agent,

April 18, 1904

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

Col. & Supt

Agent or Supt.

Reports Changes in School Employees.

Approved *Mays*, 190...

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OFFICE OF
Indian Affairs
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Indian Industrial School,
CARLISLE, PA

Agency,

April 18, 1904

R. H. Pratt, Col. Supt
U. S. Indian Agent

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; 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

DESCRIPTIVE STATEMENT of changes in School Employees at

CARLISLE, PA

Agency,

submitted

April 18, 1904, by

R. H. Pratt, Col. and 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 ORIGI- NAL APPOINT- MENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
										STATE.	CONG. DIST.			
Alice Lamar	Cook	\$ 600-4	Carlisle	April 16, 1904	F.	W.	44	M.	Calif.	Calif.	6	Cook	Feb. 11, 1903	Mrs. Lamar was cook at Riverside Boarding School, Calif., until March 15, 1904.

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.
Edith M Harg Steple	Librarian	\$ 600-4	Carlisle	April 13, 04	Resigned	To accept a position in a library in Brooklyn, N.Y.	Mar. 22, 1904, Ed. 18780-1904
Engine Estoppey Jr	Cook	600-	"	" 15 "	Dismissed	Voluble and erratic. Temporarily employed	