

Indian Industrial School

CARLISLE, PA. Agency,

AUG 18 1906, 190

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.

W. A. Mercer

Major 11th Cav., Sept., Agent or Supt.

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ORIGINAL

5-241.

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OFFICE OF
Indian Affairs
Rec. AUG 21

1906

Indian Industrial School,
CARLISLE, PA. Agency,

AUG 18 1906, 190

W. A. Mercer

Major 11th Cav., Sept., Agent or Superintendent.

REPORTS CHANGES IN SCHOOL EMPLOYEES.

Approved: _____, 190

To Carlisle Sept. 7/06.

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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.

DESCRIPTIVE STATEMENT of Changes in School Employees at

Indian Industrial School
CARLISLE, PA
Major 11th Conv. Supt.

submitted AUG 18 1906

, 190 , by W. A. Mercer

, 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.		Month.	Day.	Year.	
Ella Albert	Laundry Manager	\$660 ⁰⁰		1906 August 9	F	W	37	S.	Pa.	Pa	19	Asst Laundress				Temporary; filling the place of Ella G. Hill during her leave without pay.

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.
Ella G. Hill Ella Albert	Laundry Manager	660 ⁰⁰		1906 Aug. 8		Granted leave without pay.	Education 48296/06: Aug. 11, 1906.
	Asst Laundress	300 ⁰⁰		" 8		Relieved temporarily to take place of Laundry Manager during her absence without pay. The position of Laundry manager is too important to be left vacant, and Miss Albert, by her experience in the Laundry, is the most satisfactory selection that can be made.	

The services of Ella Albert as Laundry
Mngr. during the time Ella G. Hill was
on leave w. o. p. sh'd be subm on
your sworn rept of employees, reference
being made to the letter granting the
leave. (C. S. C. not told of Albert's
relief A.H.C.)