

2764

July 27th, 1914.

Miss Clara E. Melton,  
C/o North Eastern State Normal,  
Tahlequah, Okla.

My dear Miss Melton:

Upon receipt of your letter of July the 21st it was referred to our Principal Teacher, Mr. DeHuff, with a request that a report be made me. I submit below for your information and such use as can be made of it a copy of Mr. DeHuff's statement:

"No records here. Miss Kaup says: 'Clara Melton taught in the Normal Department during the year 1912-1913. She was a good disciplinarian and did creditable work in the various grades ranging from 3rd to 6th'.

Miss Kaup also states that Miss Melton took music lessons. There is nothing to show that Miss Melton read the educational works she says she did. However, those books are available here; and the chances are that she did read them. Anyway, I should recommend that her statement be accepted."

Our records show that you were examined by the Civil Service Commission on March the 27th of 1912 and that you were given a rating of 76.13. At that time there was submitted to the Office at Washington a "first grade certificate" that had been given you while you were teaching near

-2- Miss Clara E. Melton.

your home in Oklahoma, together with a recommendation that your application be given favorable consideration. It is also shown that later you declined to accept a position as Teacher at Sisseton, South Dakota, in the Indian School Service, because you knew that you could get a better position than the one that was offered you.

Regretting that there is nothing more definite on file here, but hoping that this statement will be of service to you, I remain,

Very truly yours,

HKM.

Supervisor in Charge.

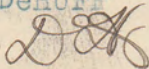
July 25, 1914.

. Meyer:-

No records here. Miss Kaup says: "Clara Melton taught in the Normal Department during the year 1912-13. She was a good disciplinarian and did creditable teaching work in the various grades ranging from 3rd to 6th."

Miss Kaup also states that Miss Melton took music lessons. There is nothing to show that Miss Melton read the educational works she says she did. However, those books are available here; and the chances are that she did read them. Anyway, I should recommend that her statement be accepted.

DeHUFF



jdd/-

Carlisle Indian School,  
Carlisle, Pa.

Dear Sir:

Will you please give me a statement as to the nature of my work at Carlisle? The one I had was destroyed when our home burned.

I am doing credit work toward graduation at the State Normal school here, and they will credit work done at Carlisle. I am not sure if there was a record kept, but would refer you to Priv. Whitwell, or Miss Kulp as they will know the nature of my work. In Sept. 1912, took up the "pupil teaching" course. During the school year I did the work in all class rooms from 703 1/2 to 709 inclusive at various times. The shifting was due to a shortage of one teacher, and absence of regular instructors. I made all the lesson plans and reports as required of regular employees.

not taking both divisions  
the class. The other half  
day I studied music and the  
following Educational works:  
Monroe's "History of Education", Hallock's  
"Elementary Psychology", O'Shea's  
"Education as Adjustment" Dubois's  
"Point of Contact". "Methods of Teaching" Charteris

While there passed the Teacher's  
Civil Service Examination. Presume  
you know the subjects required.

Any consideration you show  
will be greatly appreciated. My  
experience at Carlisle has  
meant much to me. I will  
have the principalship at Krebs  
Okla. again next year. And  
expect to spend the summer  
working toward graduation.

Yours gratefully,  
C. Lora E. Melton,  
Tahlequah, Okla.

9 North Eastern State Normal.

P.S. Would a prompt reply be asking too  
much? The time is limited for recording  
work done elsewhere.

# INFORMATION REGARDING RETURNED STUDENTS

2764

## PART 1

### REPORT BY NONRESERVATION SUPERINTENDENT OR RESERVATION SCHOOL PRINCIPAL

SCHOOL, \_\_\_\_\_, \_\_\_\_\_, 191

Name, Clara Melton; Sex, F; Age, 20; Deg. Indian Blood, 1/4

Belongs: State, Okla; Agency, \_\_\_\_\_; Tribe, Cherokee

Home address, whose care, etc., Grove, Okla

Grade in school, Bus. Dept.; health, Good; height, \_\_\_\_\_; weight, \_\_\_\_\_

Number months instruction given pupil in each school department, including music, \_\_\_\_\_

Course completed, \_\_\_\_\_; years in this school, 1

Years spent in other schools and names of schools, \_\_\_\_\_

Character and disposition, Excellent

Recommended for what positions, suitability in order named: 1. Teacher

2. \_\_\_\_\_; 3. \_\_\_\_\_; 4. \_\_\_\_\_

Remarks: Substituted as teacher in different grades and was a success. Poor eyes.

\_\_\_\_\_, Supt.

## PART 2

### REPORT BY RESERVATION SUPERINTENDENT

AGENCY, \_\_\_\_\_, \_\_\_\_\_, 191

Date pupil returned from school, \_\_\_\_\_; employed since return as follows: \_\_\_\_\_

Are home and local conditions favorable? \_\_\_\_\_

Should he receive assistance to find employment? \_\_\_\_\_

At what employment do you think he would do best? \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_, Supt.

## SUGGESTIONS FOR SUPPLYING THE INFORMATION REQUESTED ON THIS BLANK

1. The report of nonreservation school Superintendent should be made at the time or a little before the pupil leaves school, whether at the end of the school year or during the school year, provided the pupil is 18 years of age or over, or younger, if for any special reason the pupil is quitting school permanently. As soon as this report is received, or at least very soon after the pupil returns home, the Supervisor of Indian Employment will correspond with the returned student for the purpose of getting more in personal touch with him and finding out something about his wishes, etc. His answer will be attached to and filed as part of this report.

2. Health, height, and weight of returned students are sometimes very important in placing them properly; height and weight could be approximated very satisfactorily, though from the pupil records now in use all information called for in part 1 of this blank can readily be obtained and be definite.

3. The State, agency, and tribe are important, and where the pupil is not attached to any agency this fact should be stated and the Superintendent should give all available information as to the home and local conditions surrounding the pupil.

4. Where the outgoing pupil has passed the civil-service examination for any position, this fact should always be noted, giving position for which examination was taken.

5. It should be remembered that the Supervisor of Indian Employment can but seldom have a personal acquaintance with the outgoing student, and that he must depend on the information furnished in this report for his basis of action in behalf of the pupil.

6. The degree of Indian blood should always be given, as this fact largely determines how much effort will be made on behalf of any particular returned student; qualifications being equal, or nearly so, the preference will be given to those having the greatest degree of Indian blood.

7. This report should be forwarded promptly to the Supervisor of Indian Employment, Denver, Colo.

8. Reports on students from reservation schools should be made only as to those who leave the schools at 18 years of age, or older, and who will probably not go away to school.

9. If part 1 of this report is made out by the principal of a reservation school, the reservation Superintendent should supply information called for in part 2 if the principal is not informed as to home surroundings and local conditions. Such information is essential to a proper understanding of the difficulties and needs of the pupil.

10. When part 1 is made out by a nonreservation Superintendent, this blank will be sent by the Supervisor of Indian Employment to the Superintendent of the reservation where the outgoing student belongs. He should fill out part 2 and return the blank as promptly as possible, for practically nothing can be done until the information called for in part 2 is supplied.

Information under the heading "Employed since return as follows," will be valuable only in cases where the pupil has been home for some time.

# Carlisle Indian School Hospital.

2764

Name

Clara Melton.

Age

Sec.

Diagnosis

Admitted

Discharged

Sept 25 - 11

Days in Infirmary

Result

E. H. Hoo

Resident Physician.





Name Melton, Clara

2764

Age 20

Deg. Ind. blood

1/4

Address- Home address, Grove, Okla.

School--Chilocco, Ind. Sch. Okla.

Information from

Date

1910

State

Agency

Tribe

POSITIONS FOR WHICH LISTED. SUITABILITY IN ORDER NAMED.

1. Appt'd. Teacher, \$540.00 2. Jan. 26, 1913. *Mar 14*
3. Resigned July, 1913, Teaching in Public school, June, 1914
- 4.

Remarks:

2764

NAME. *Clara Melton*

TRIBE. *Cherokee*

PARENT OR GUARDIAN.

DATE ENROLLED. *Sept. 18, 1911*

TERM.

AGE. *19*

HOME ADDRESS *Grove, Oklahoma*

DATE OF RECORD	ACADEMIC DEPARTMENT.			INDUSTRIAL DEPARTMENT.			DORMITORY.			OUTING		SPECIAL REMARKS.
	ROOM NO.	Scholarship	Conduct.	Shop.	Ability.	Conduct.	Room No.	Neatness	Conduct.	Ability.	Conduct	

*Dec. 11*

*none*

*4. 54*

REPORT AFTER LEAVING CARLISLE

2764

*Clara Melton*

NAME AT CARLISLE

PRESENT NAME

DATE	INFORMATION THROUGH	ADDRESS	OCCUPATION	ITEMS OF INTEREST	GRADE
------	---------------------	---------	------------	-------------------	-------

1913	<i>Self</i>	<i>Krebs, Okla.</i>	<i>Principal in school.</i>		
------	-------------	---------------------	-----------------------------	--	--

2764

June 1st, 1916.

Miss Clara E. Melton,

Krebs, Okla.

My dear Miss Melton:

When your letter of the 11th ultimo was received here it was referred to our Principal with a request that he submit a report. Owing to the work of our closing week it was not possible to give your request consideration until this week and there is now submitted below a copy of the statement that was handed to me on the 31st ultimo by Mr. DeHuff:

"As I stated to you verbally, day before yesterday, and also as appears in previous correspondence hereto attached, there is nothing in our records to show that Miss Clara Melton ever did any work as a student teacher in this institution. However, we have the evidence of Miss Kaup, and also of other teachers here, to the effect that Miss Melton rendered active teaching service in this institution for all, or nearly all of a year.

As regards Miss Melton's request that we assist her in getting credit established for the subjects covered by her in the Civil Service examination, I will say that this is a difficult thing to adjust - so difficult, that I do not know of any way to go about it. If a person were to come to this institution with the statement of having passed such a Civil Service examination, I should, unquestionably, admit him to first year High School standing and, in all probability, give him credit for the other subjects such as Algebra and Pedagogy, provided that the grade made in those individual subjects were a satisfactory one, in case such subjects were included in our curriculum. We have never been

-2- Miss Clara E. Melton, Krebs, Okla.

confronted by the hypothetical situation herein involved. I cannot lay down any fixed rule as to what I should do. Certainly, however, I should be governed largely by the individual circumstances; and if it appeared that the mark made in the subject were such as to show, upon the applicant's part, a proper knowledge of the subject, I see no reason why credit should be withheld. In any event, however, I should have to see a list of the questions in order to determine the ground covered by the examination.

It would seem that Miss Melton must have studied these subjects somewhere prior to coming to Carlisle, so it would seem that she should be able to transfer credit to the Oklahoma Normal School from the institution where she studied them."

I regret very much that we do not have anything more definite in our records to submit to you for your use in establishing proper credits and there is being enclosed herewith for such use as can be made of it a copy of the letter I had addressed to you on July the 27th of 1914. You will also find enclosed the report card from the North-Eastern State Normal you had forwarded here for my information.

Trusting this letter will be of some help and that you will not hesitate to let me know in what other way I can assist you, I am,

Very truly yours,

Encls.

HKM.

Superintendent.

DEPARTMENT OF THE INTERIOR  
UNITED STATES INDIAN SERVICE

Carlisle, Pa., May 31, 1916.

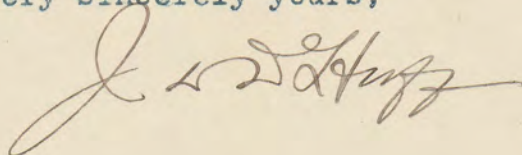
Mr. Meyer:

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Very sincerely yours,



HUCKINS, Jr. PRESIDENT  
JCKINS, VICE PRESIDENT. MANAGERS

PAUL G. HUCKINS, TREASURER  
MARQUAND HUCKINS, SECRETARY



FIRE PROOF



November 6, 1916

My dear Mr. Lipps:-

Miss Clara Melton,  
a very good friend of mine, is  
very anxious to get credit for the  
teaching she did, while in school  
there - just a little note from  
you, to the effect, that she had  
given satisfaction there would  
save her from having to take another  
work again at the normal.

Miss Melton is now principal  
of a school of over 400, and  
everyone seems to think there  
no one quite as capable as she.  
She will inclose a letter giving  
you full particulars as to the  
work she did while in Carlisle.

Jim & I are having a fine time  
in Oklahoma - as he has a car  
now - and we can travel around



PAUL G. HUCKINS, TREASURER.  
MARQUAND HUCKINS, SECRETARY



FIRE PROOF

**THE LEE HUCKINS HOTEL**

ALSO  
HUCKINS HOUSE  
TEXARKANA, ARK.

OKLAHOMA CITY, OKLA.

a lot - I have been visiting  
Isaac and his husband & family  
and they wish to be remembered  
to you & Mrs. Lippe & children.

Trusting that you will give this  
your personal attention - and  
assuring you it will be much  
appreciated. I remain,

One of your old Schoolgirls,  
Ira Miller Thorpe.

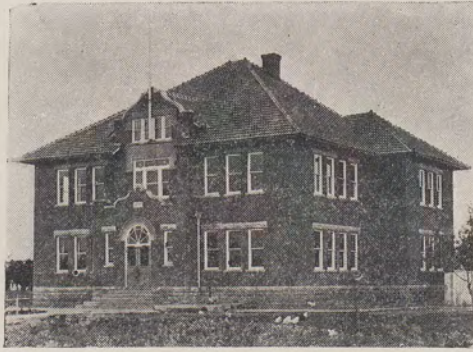
FACULTY

Superintendent  
CRAGHEAD, B. S. D.

Principal  
CLARA E. MELTON

Teachers  
MISS JANET THOMPSON  
MISS FLORENCE NAUGHTON  
MISS RUTH A. WILLIAMS  
MISS LAURA WEAVER  
MISS GRACE WATSON  
MR. WALTER K. HOKEY

Primary  
MISS SADIE ROACH  
MRS. FANNIE C. ROSS  
MRS. S. P. SUGGET, B. S. D.



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KREBS, OKLAHOMA

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J. W. BALES

Krebs, Okla

May 11, 1916.

Supt. Lipps Carlisle Pa

Hon Sir -

Will you please give me a statement of the work I did at Carlisle in the school year 1911-1912.

Prin. Whitwell gave me a statement but unfortunately it burned when our home burned. I had finished a high school course and taught two years, and went to Carlisle to take the course offered in "Pupil Teaching" as was stated in the catalogue. There was one teacher short so I did regular class room work and substitute work the entire year. For three months I had both divisions of Room II. I worked in the five rooms down stairs at different times, and two weeks in Room III when Miss Richard was called to the office to assist. I did all the lesson outlining, grading, and made out the reports. I took music, class and individual lessons under Mr Stauffer, and the times I spent only one half day in the

FACULTY

Superintendent  
 H. A. CHASE, HEAD, B. S. D.  
 Principal  
 MISS CLARA E. MELTON  
 Teachers  
 MISS JANET THOMPSON  
 MISS FLORENCE NAUGHTON  
 MISS RUTH A. WILLIAMS  
 MISS LAURA WEAVER  
 MISS GRACE WATSON  
 MR. WALTER K. HOKEY  
 Primary  
 MISS SADIE ROACH  
 MRS. FANNIE C. ROSS  
 MRS. S. P. SUGGET, B. S. D.



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 J. W. BAXENDALE  
 J. W. BALES

class room instructing, I had art under Mr. Peitz and typewriting in the Business department.

The only examination I had while there was Civil Service in the following subjects: - Arithmetic, Elementary Algebra, Pedagogy, Penmanship, Spelling, Geography, Physiology & Hygiene, Grammar, History & Civics of the U.S., Drawing, Nature Study, American Literature, and Training and Practice. I passed but not with a very high standing. I am sure it was due in part, to the fact I had just undergone an eye operation in Phil, and could not see very well, as my pupils were so dilated. Mr. Meyer will probably remember having to hold the questions.

Will you recognize these subjects as Carlisle work? Our State Schools will accept them from Carlisle, but can not from the Civ. Service Dept.

For the past four years I have had the Principals here, except the four months that I taught at Chillicothe Indian School. In the summer I study at the State Normal School. Am doing cred work toward

FACULTY

Superintendent  
 J. HEAD, B. S. D.

Principal  
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 J. W. BALES

graduation. This is why I am so  
 anxious to get credit for my practice  
 at Carlisle, and avoid having to  
 repeat the training school work. Any  
 thing you do I shall certainly appreciate.

I admire the noble work you are  
 doing at Carlisle. I know scores of  
 your warm friends at Chillicothe, and  
 feel that I too almost know you  
 personally. Many lessons, however, I  
 learned from your addresses to the  
 student body, through the "Arrow"  
 and I thank you kindly.

Yours very respectfully  
 Clara E. Melton  
 Krebs, Okla.

P.S. I would refer you to Mrs Foster  
 as to my work, as I understand Miss  
 Lydia E. Kaup who was critic teacher  
 is no longer at Carlisle.

Mt Vernon, Ohio

July 20. 1912.

Supt. Friedman,

Carlisle Indian School.

Dear Sir:

After knowing Miss Mosser personally for seven years, and visiting in her home, I am convinced that you take no risk whatever, by intrusting to their care a Carlisle student.

Any girl or boy will find this a very pleasant home, with interested and instructive country patrons.

The Mossers are refined, cultured, and reliable. Will vouch for anything they say.

Very respectfully.

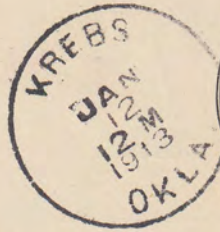
Clara C. Melton.

O. N. Mosser,  
Mt. Vernon, O.

Box 323 -

2764

Department of the Interior.



Mr. M. Friedman

Supt. U. S. Indian School

Carlisle

Pennsylvania

6-3305

2764

Jan. 10

, 1913

Name

*Clara E. Melton*

(Please give name by which enrolled and also present or married name.)

Tribe

*Cherokee*

Present Address

*Krebs, Oklahoma*

Former Address

*Grove, Oklahoma*

(Address from which we heard from you last.)

Present Occupation

*Teaching in a City school.*

Remarks:

*Sept. 16, 12. began teaching sixth grade + Asst. High school. Was recently promoted to Principal. Have 300 students. 12 teachers. Delighted with the work.*

2764

CARLISLE INDIAN INDUSTRIAL SCHOOL  
DESCRIPTIVE AND HISTORICAL RECORD OF STUDENT

NUMBER <i>2657</i> <del>3256</del>		ENGLISH NAME <i>Clara Mellon</i>			AGENCY			NATION <i>Choctaw Co.</i>			
BAND		INDIAN NAME			HOME ADDRESS <i>Grove, Okla.</i>						
PARENTS LIVING OR DEAD		BLOOD <i>1/4</i>	AGE <i>19</i>	HEIGHT	WEIGHT	FORCED INSP.	FORCED EPXR.	SEX <i>F.</i>			
FATHER,		MOTHER,		ARRIVED AT SCHOOL <i>Sept. 10, 11</i>			FOR WHAT PERIOD	DATE DISCHARGED <i>6-14-12</i>		CAUSE OF DISCHARGE <i>Term expired</i>	
TO COUNTRY	PATRONS NAME AND ADDRESS								FROM COUNTRY		

THE SHAW-WALKER CO., MUSKOGEE, 79104

*Ed. Sch. 108758-1911*