

DO NOT index the example (**JONES, W P - MARY**) which is usually the first item on the list. This was recorded as an example of how to fill out the document.

Begin indexing with record number 1, Mary R.

NAMES OF PARENTS OR GUARDIANS (Family Name)	NAMES OF CHILDREN (Given Name)		Age	Male	Fem.
JONES, W. P.	MARY		12		f
Williams, Anna	Mary R	1	5		F



Finley, James Boyer	James. (Mike)	37	10	June	m
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*Parent's or Guardian's Surname	Finley
*Parent's or Guardian's Given Names	James Boyer
Child's Surname	
*Child's Given Names	James Or Mike
*Age	10
*Gender	M

Watch for names that might be nicknames.



When the record has an identifiable surname for the child, index it in the Child's Surname field. A comma is one indication.

Newton, Jim	Saunders, Rosa	31	12	f
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*Parent's or Guardian's Surname	Newton
*Parent's or Guardian's Given Names	Jim
Child's Surname	Saunders
Child's Given Names	Rosa
Age	12
Gender	F



Type the name as it was written in the document. Do not expand abbreviations or correct misspellings.

Jones, Robt.	Adam	19	11	M
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*Parent's or Guardian's Surname	Jones
*Parent's or Guardian's Given Names	Robt
Child's Surname	
*Child's Given Name	Adam
*Age	11
*Gender	M



Do not include titles or terms, such as 'Mr,' 'Mrs,' or 'Jr', with the name.

Cuevas, Mrs. Monroe	Irvin	1	11	6	m
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*Parent's or Guardian's Surname	Cuevas
*Parent's or Guardian's Given Names	Monroe
Child's Surname	
*Child's Given Name	Irvin
*Age	11
*Gender	M



If two parents are recorded index both with “Or” between the names. Index them in the order they were entered on the document.

Jones, Lucinda &	Willie Davis	8	20	m	
Charlie	Alta Daniel	9	18	m	

*Parent's or Guardian's Surname	Jones
*Parent's or Guardian's Given Names	Lucinda Or Charlie



County..... Hinds..... Town..... Jackson....., Str
 School Dist. Lewis Orphanage..... R

Code:—Reasons for Withdrawal from School:

- W1. Work at home.
- W2. Employed away from home.
- W3. 2¼ miles from school. (No transportation.)
- W4. Completed school course.
- W5. Excused by trustees.
- W6. Mentally incapacitated.
- W7. Physically incapacitated.
- W8. Marriage.
- W9. Suspended or expelled.
- W10. Under age.
- W11. Other or unknown causes.

Status in School:

- R1. Regularly enr
- R2. Enrolled; irreg

Relation to Compulsory S

- C. Subject to comp

MISSISS

NAMES OF PARENTS OR GUARDIANS (Family Name)	NAMES OF CHILDREN (Given Name)	Age	Male	Fem.	Sc
<u>Fred J. McDonnell, Supt.</u> <u>JONES, W / P /</u>	<u>MARY /</u>	12		f	E
<u>Brown</u>	<u>Lyda</u>	1	17		
<u>Barnes</u>	<u>Ida May</u>	2	12		
<u>Barnes</u>	<u>Ida May</u>	2	12		

This is a list of children in an orphanage. The names would be indexed in this manner:

*Parent's or Guardian's Surname	Brown
*Parent's or Guardian's Given Names	<Blank>
Child's Surname	
*Child's Given Names	Lyda



NAMES OF PARENTS OR GUARDIANS (Family Name)	NAMES OF CHILDREN (Given Name)	Age	Male	Fem.
JONES, W. P.	MARY	12		f
Miller, O.C.	Gordin, Johnnie	1	10	F
	Hayes, Margaret	2	11	F
	Ivy, Rosalee	3	11	F
	Pettis, Lucy	4	10	F
	Planchard, Gladys	5	12	F
	" Alice	6	12	F

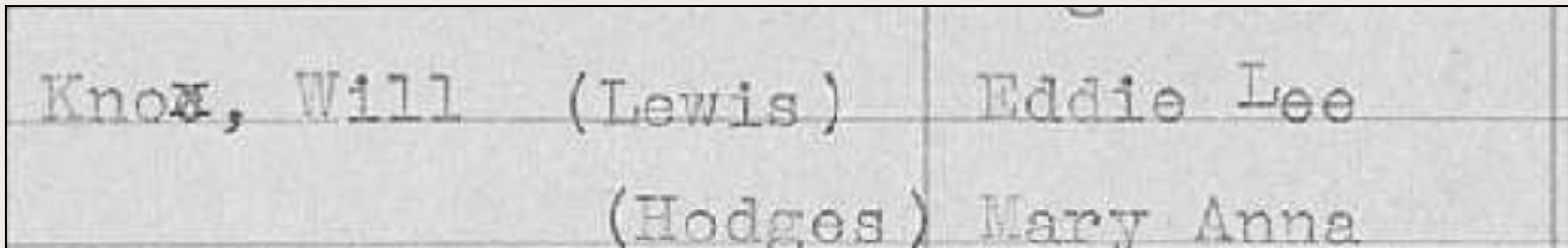
This is a list of children in an orphanage. The names would be indexed in this manner:

*Parent's or Guardian's Surname	Miller
*Parent's or Guardian's Given Names	O C
Child's Surname	Cordin
*Child's Given Name	Johnnie
*Age	10
*Gender	F

The parent's name may have only been written once for an entire family or household. Assume ditto marks even when none were used on the parent's name field.

Watt, Bassie	Fathie Genell	10	18	Sep	
	Leroy	11	16	May	m
	Sim Connell	12	14	Mar	m
	Bassie Olyell	13	14	Mar	m

*Parent's or Guardian's Surname	Watt
*Parent's or Guardian's Given Names	Bassie
Child's Surname	
*Child's Given Name	Bassie Olyell
*Age	14
*Gender	M



Some documents will have to be studied to determine the pattern of the names, whether they are given or surnames.

*Parent's or Guardian's Surname	Knox
*Parent's or Guardian's Given Names	Will
Child's Surname	Lewis
*Child's Given Names	Eddie Lee

*Parent's or Guardian's Surname	Knox
*Parent's or Guardian's Given Names	Will
Child's Surname	Hodges
*Child's Given Names	Mary Anna



KEIPER, W.H.	ELLISON	Richard
BARBER, Eva	MOREHEAD	Daisy

*Parent's or Guardian's Surname	Keiper
*Parent's or Guardian's Given Names	W H
Child's Surname	Ellison
*Child's Given Names	Richard

*Parent's or Guardian's Surname	Barber
*Parent's or Guardian's Surname	Eva
Child's Surname	Morehead
*Child's Given Names	Daisy



Alford, W. W. Julia Watkins		15	16	Dec	F
" "	Hattie Sue	16	12	Jan	F

*Parent's or Guardian's Surname	Alford
*Parent's or Guardian's Given Names	W W
*Child's Given Names	<Blank>
*Age	16
*Gender	F

There is an age and gender of a child associated with W W Alford.

*Parent's or Guardian's Surname	Watkins
*Parent's or Guardian's Given Names	Julia
Child's Given Names	Hattie Sue
*Age	12
*Gender	F

Each list of educable children form has 40 entry lines. If an entry line on the form is blank or has no data to be indexed, mark the record as blank in the data entry area. If the blank lines were in the middle of the batch, they would be marked blank where they appear, not at the end of the batch.

Be sure to mark the record as blank in the same order as it appears on the form.

Griffith, George	George F. Jr	3	9	m2	
	Sylvia	4	6		f
		5			
		6			
Hassell, Robert A.	Joan	7	11		f

Records 5 and 6 are marked as **Blank Records**.



Dean, Mamon		1			
Williams	James P.	2	9	m	
Faulkner, Joe	James	3	14	m	
Bowens	Berice	4	14		f

Mamon Dean does not have a child associated with his name. Line 1 would be marked <Blank>.

#2

*Parent's or Guardian's Surname	Williams
*Parent's or Guardian's Given Names	<Blank>
Child's Surname	
*Child's Given Names	James P
*Age	9
*Gender	M

