

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	<b>Finley</b>
*Parent's or Guardian's Given Names	<b>James Boyer</b>
Child's Surname	
*Child's Given Names	<b>James Or Mike</b>
*Age	<b>10</b>
*Gender	<b>M</b>

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	<b>Newton</b>
*Parent's or Guardian's Given Names	<b>Jim</b>
Child's Surname	<b>Saunders</b>
Child's Given Names	<b>Rosa</b>
Age	<b>12</b>
Gender	<b>F</b>



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	<b>Jones</b>
*Parent's or Guardian's Given Names	<b>Robt</b>
Child's Surname	
*Child's Given Name	<b>Adam</b>
*Age	<b>11</b>
*Gender	<b>M</b>



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	<b>Cuevas</b>
*Parent's or Guardian's Given Names	<b>Monroe</b>
Child's Surname	
*Child's Given Name	<b>Irvin</b>
*Age	<b>11</b>
*Gender	<b>M</b>



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	<b>Jones</b>
*Parent's or Guardian's Given Names	<b>Lucinda Or Charlie</b>





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:

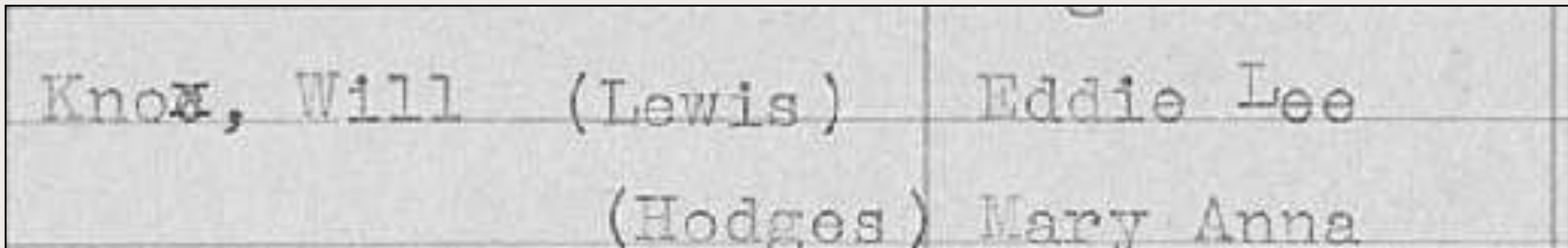
*Parent's or Guardian's Surname	<b>Miller</b>
*Parent's or Guardian's Given Names	<b>O C</b>
Child's Surname	<b>Cordin</b>
*Child's Given Name	<b>Johnnie</b>
*Age	<b>10</b>
*Gender	<b>F</b>



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



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	<b>Knox</b>
*Parent's or Guardian's Given Names	<b>Will</b>
Child's Surname	<b>Lewis</b>
*Child's Given Names	<b>Eddie Lee</b>

*Parent's or Guardian's Surname	<b>Knox</b>
*Parent's or Guardian's Given Names	<b>Will</b>
Child's Surname	<b>Hodges</b>
*Child's Given Names	<b>Mary Anna</b>



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

*Parent's or Guardian's Surname	<b>Keiper</b>
*Parent's or Guardian's Given Names	<b>W H</b>
Child's Surname	<b>Ellison</b>
*Child's Given Names	<b>Richard</b>

*Parent's or Guardian's Surname	<b>Barber</b>
*Parent's or Guardian's Surname	<b>Eva</b>
Child's Surname	<b>Morehead</b>
*Child's Given Names	<b>Daisy</b>



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

*Parent's or Guardian's Surname	<b>Alford</b>
*Parent's or Guardian's Given Names	<b>W W</b>
*Child's Given Names	<b>&lt;Blank&gt;</b>
*Age	<b>16</b>
*Gender	<b>F</b>

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

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

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	<b>Williams</b>
*Parent's or Guardian's Given Names	<b>&lt;Blank&gt;</b>
Child's Surname	
*Child's Given Names	<b>James P</b>
*Age	<b>9</b>
*Gender	<b>M</b>

