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



Carrierance Tolk						The same	
Finley,	James	Bover	James (Mike)	37	10	June	m
The state of the s	Account (Alexa)	The state of the s	Compos (Titratio)	-	-	0.0020	***

*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.

			Section		A Barrie
Newton,	Jim	Saunders, Rosa	31	12	f
			1000	Particular library	

*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.



*Parent's or Guardian's Surname	Jones
*Parent's or Guardian's Given Names	Robt
Child's Surname	
*Child's Given Name	Adam
*Child's Given Name *Age	Adam 11



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

Cuevas, Mrs.	Monroe	Irvin	1	11	6	m
AND	Name and Address of the Owner, where the Owner, which is the Owner, which is the Owner, where the Owner, which is the Owner, whic					

*Parent's or Guardian's Surname	Cuevas
*Parent's or Guardian's Given Names	Monroe
Child's Surname	
*Child's Given Name	Irvin
	44
*Age	11



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	ISHU:
	Charlie	Alta Daniel	9	18	m	

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



School Dist. Lewis Orph						I
Code:-Reasons for Withdrawal fre	om School:	Stat	us in	School		
W1. Work at home. W2. Employed away from ho W3. 2½ miles from school. W4. Completed school course	(No transportation.)	Pat	R1. R2.	Regul	led; ir	re
W5. Excused by trustees. W6. Mentally incapacitated. W7. Physically incapacitated W8. Marriage. W9. Suspended or expelled.				Subject		
W10. Under age. W11. Other or unknown caus	es.				MIS	5515
NAMES OF PARENTS OR GUARDIANS (Family Name)	NAMES OF CHILDREN (Given Name)		Age	Male	Fem.	5515 S
NAMES OF PARENTS OR GUARDIANS (Family Name)	NAMES OF CHILDREN (Given Name)		Age 12	Male		1
NAMES OF PARENTS OR GUARDIANS (Family Name) Fred J. McDonnell, St.	NAMES OF CHILDREN (Given Name)	1	Section 1	Male	Fem.	T.
NAMES OF PARENTS OR GUARDIANS	NAMES OF CHILDREN (Given Name)	1 2	12	Male	Fem.	T.

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></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	N.	f
Miller, O.C.	Gordin, Johnnie	1	10		F
icina, Nargapat	Hayes, Margaret	; /2	11		F
	Ivy, Rosalee	3	11		F
	Pettis, Lucy	4	10		F
	Planchard, Glady	<b>78</b> 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	ОС
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	М



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



- 471-11105	MAYA.		TODOT O
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	- MARKET	15	16 Dec	F
" " "	Hattie Sue	16	12 Jan	F
	1000	4111		-

*Parent's or Guardian's Surname	Alford
*Parent's or Guardian's Given Names	ww
*Child's Given Names	<blank></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.

	MODIE	-	14	- Annual Control	1	
Griffith, George	George F.Jr	3	9	m2		
	Sylvia	4	6		f	
		5				
		6		30		
Hassell,Robert A.	Joan	7	11	4	f	

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



Dean , Mamon	The second second	1	1518	1000	
Williams	James P.	2	9	201	
Faulkner, Joe	James	3	14	m	
Bowens	Berice	4	14		1

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></blank>
Child's Surname	
*Child's Given Names	James P
*Child's Given Names *Age	James P 9

