Mr Stevenson

Headquarters,

BUREAU REFUGEES, FREEDMEN & ABAND. LANDS,

State of Texas,

GALVESTON, TEXAS, March 29, 1867.

CIRCULAR,
NO. 4.

I. Each Sub-Assistant Commissioner is, ex-officio, the Superintendent of Freedmen's Schools for his District, and will visit each School within the same at least once every month.

2. He will urge upon the Freedmen the necessity of obtaining titles to small lots of land for school purposes and the erection thereon of some kind of school building however rude; and will see that such property is deeded to colored trustees for the purpose intended; and, should the number of Freedmen in the town or neighbourhood be sufficient to justify the expenditure, the Sub-Assistant Commissioner will, (after the Freedmen have gone as far towards finishing the buildings as their means will admit,) contract for its completion ("Repair") in the manner indicated by Circular No. 3, current series, from these Headquarters.

3. In places where there are large numbers of colored children, and their parents have not the means or disposition to commence the erection of a School house, or, while completing buildings already commenced, as per preceding Paragraph, the Sub-Assistant Commissioner will rent a school room in accordance with Paragraph 3, of Circular Letter dated at these Headquarters, March 8th, 1867, and if possible, induce the Freedmen to place desks and seats therein for the use of the pupils—should they not do so, however, he will make contracts for the school furniture in the manner prescribed by Circular 3, current series, from these Headquarters. In contracts for repairs, the renting of school-buildings, etc., every regard will be paid to economy.

4. The Sub-Assistant Commissioner will procure permanent boarding places for teachers, and when all is arranged preparatory to commencing the School he will make application to the Superintendent of Schools for a teacher, stating particularly whether a male or female teacher is required, giving reasons *why* a teacher of the *sex* he may apply for, is necessary.

5. On plantations or in places where there is a small number of Freedmen, or where schools in the pay of the Bureau cannot well be established, the Sub-Assistant Commissioner will exert his influence to have schools started and taught by competent local teachers. The Sub-Assistant Commissioner will, in the monthly Report called for by Circular Letter of December 31, 1866, give the name and Post Office address

of the teachers, (not in the employ of the Bureau.) of such small local schools, with a rough estimate of the average daily attendance.

II, One copy of the Monthly Report of Teachers in the employ, or teaching under the auspices of the Bureau, will be sent by the teacher to the Sub-Assistant Commissioner in whose District the school may be located, and one copy sent direct to the Superintendent of Schools for the State, at these Headquarters.

2. The copy sent to the Sub-Assistant Commissioner will be forwarded by him to the Superintendent of Schools for the State, through the office of the Acting Assistant Adjutant General, with remarks as to the condition of the schools, the school buildings, and the method of instruction, &c., &c. He will also see that the teacher has complied fully with the regulations upon the printed form of School report, especially Sections 9 and 10 of the same.

3. Great care and attention will be given to the matter of Schools and every effort will be made to establish them, and to protect them after they are established.

III. Sub-Assistant Commissioners will, in every case, where buildings of any description are hired for School purposes, report the same in the usual manner, on their Report of Persons and Articles, &c.

2. Where Teachers receive a salary from the Bureau Refugees, Freedmen and Abandoned Lands, they will be reported on the Report of Persons, &c., of the Sub-Assistant Commissioner, under whose jurisdiction they may be. The date of their assignment to duty, will be strictly reported. In the column of Remarks, will be stated, whether the Teacher has been Commissioned by a Benevolent Society, or hired by the Bureau in this State. They will be required to produce their Commissions to the Sub-Assistant Commissioners, and the date of such Commission will be entered in the column of remarks. The date of their assignment to duty will be reported in the column headed "Date of Contract, Agreement, &c."

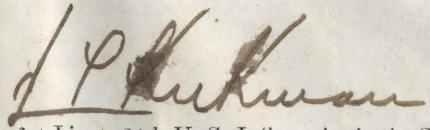
3. When the number of Teachers under the jurisdiction of a Sub-Assistant Commissioner is not sufficiently large to necsssitate the use of a Receipt Roll, a certified account, Form N. 11, will be given by the Sub-Assistant Commissioner at the end of the month, to each Teacher, for his or her services during the month. These Accounts will be forwarded for payment to the Disbursing Officer at these Headquarters. In these cases the words "Certificate given" will be written in red ink, in the Report of Persons, &c., over the "time due" and the amount will not be carried out as unpaid—but merely the time for which the Certified Account has been given.

4. When a Certified Account is not given, the Time and Account will both be carried out. When a Teacher has signed and is paid on a Receipt Roll, the time only, and not the amount, will be carried out in the Report of Persons, &c.

5. Sub-Assistant Commissioners will take particular care, to see that the signature to the Receipt of a certified Account, corresponds *precisely*, with the name at the *head* of the account, and with that on their Reports of Persons and Articles.—If the name reported be John Smith, and the receipt to his certified account is signed J. Smith, the account will not be paid.

CHARLES GRIFFIN,
Brevet Major General U. S. A., Assistant Commissioner.

OFFICIAL:



1st Lieut. 26th U. S. Inf'ty., A. A. A. Gen'l.