

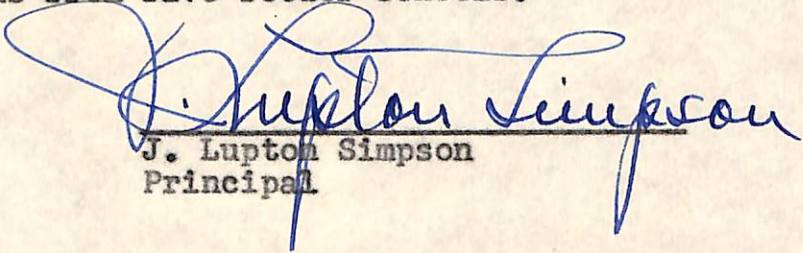
1949

STATEMENT OF PROPOSED SUMMER WORK

J. Lupton Simpson, Principal  
Lincoln High School -  
Lincoln, Virginia

1. Periodic evaluation of work of former students while in the Armed Forces.
2. Informal visits - few - to the homes of patrons and students.
3. Supervision of repairs to school building and up-keep of school grounds.
4. Compilation of data and records for the school session 1948-49.
5. Preparation of all schedules.
6. Making preparations for and conducting conferences with students not registered at the close of school.
7. Carrying on routine office correspondence. (Who in the name of common sense performed this job fifteen years ago is one on me.)
8. Preparing transcripts of records of former students and graduates of the school.
9. Following up procedures used in studies relative to drop-outs.
10. Completion of study being made by State Department relative to the class of '45.
11. Preparation of school forms - detention hall, excuse sheets, make-up work, etc.
12. Clearing of all 1948-49 accounts.
13. Planning the integration of the total school program.

14. Preparing for and arranging pre-school conferences with local teachers.
15. The supervision of and help with the clean-up program before the opening of school.
16. Preparing copies of rules and regulations, schedules, duties, etc., for teachers.
17. Ordering free materials needed in the guidance program.
18. Arranging frequent meetings with the superintendent of schools.
19. Giving what assistance I can in securing new teachers and bus drivers.
20. Studying records and compiling data of eighth grade students coming to us from five feeder schools.

  
J. Lupton Simpson  
Principal

June 8, 1949