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Second Assistant  
Civil Rights Division

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David H. Marlin, Attorney  
Constitutional Rights Unit

DHM:rb (7429)

144-100-32-4

Sowela Trade School, Lake Charles, Louisiana,  
Records; Guide for examination

There are six rolls of film of the records of Sowela Trade School in Lake Charles. They were all examined a few months ago by Mr. Neilbron and me but no notes were taken. They should now be thoroughly examined and information should be extracted.

Roll #1 is in Box #6. It contains the records of students who were then enrolled in the nursing class at Sowela plus those applications pending for nursing. This roll also contains the records of students enrolled as of the end of the August, 1962 term. Finally, this roll begins the alphabetical listing of all student's records who were enrolled in Sowela from October 1, 1961, to the dates the photographs were made--September 10 to September 11, 1962. In this last category, enrollees from A to G are covered.

Roll #2 is in Box #1. It contains the alphabetical records from L to P.

Roll #2 (continued) is in Box #2. It contains the alphabetical records from G to L. It also contains the records of pending applications.

Roll #3 is in Box #3. It continues the alphabetical records of students enrolled since October 1, 1961, from P to U.

Roll #4 is in Box #4. It concludes the records and runs from U to Z. It also begins the alphabetical records of those rejected at Sowela since October 1, 1961. This list runs from A to W.

cc: Chrono  
Marlin

Roll #5 is in Box #5. It concludes the rejections and runs from W to Y. It also contains the records and enrollment data of students who were previously interviewed.

These films are in reasonably good shape but there is no complete uniformity in the type of records available for each applicant. The following criteria should be extracted for each person:

1. On the small application--list the applicant's name, race, course, highest grade completed in school, occupation, date tested and test scores. The test scores will always be the Army GCT (percentile and GCT score) and will sometimes contain the results of the three California Achievement Tests.
2. On the larger "Request for Admission" form, get the date the applicant was notified he was accepted and the date he entered the school.
3. Whenever the <sup>U</sup> ~~K~~ "Self-Interpreting Profile Sheet" is present, get the score which appears in a box in the center-left of the page.
4. With respect to the rejected applicants, be sure to note all written remarks and other notes.
5. With respect to all applicants, be sure to note any departures from the normal. Any re-entries or applications for extension classes should be so noted. A short note should be made summarizing the contents of any letters to applicants from Mr. Smelser and all handwritten notations and messages or remarks should be recorded.

*Also note any signatures of Rex Smelser*

T. 1/24/63

BM:DHM:sab 7429  
144-100-32-4

Mr. George R. Gracey, Manager  
California Test Bureau  
206 Bridge Street  
New Cumberland, Pennsylvania

Dear Mr. Gracey:

The Department wishes to order, for immediate delivery, two specimen sets each of the California Achievement Tests, 1957 Edition, WXYZ series, for the advanced grades (9-14). We wish the complete material for each test, that is, the Reading, Arithmetic and Language Tests.

Please include also the Battery Profile Sheets for these tests and the Technical Reports for each.

Kindly send the bill for this order to Mr. William J. Holleran, Room 1612, Department of Justice, Washington 25, D. C. Address the test package to me, Room 1339, at the address above.

Sincerely,

BURKE MARSHALL  
Assistant Attorney General  
Civil Rights Division

cc: Records  
Chron  
Marlin

By:  
DAVID H. MARLIN  
Attorney