



New York State Archives

**New York State Education Department Division of Vocational
and Extension Education Central Correspondence Files
A0409**

New York State Archives
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Table of Contents

Overview of the Records 3

Arrangement 3

Scope and Contents 3

Related Information 4

Use of Records 4

Administrative Information 5

Access Terms 5

Overview of the Records

Repository:	New York State Archives
Summary:	This series contains incoming and outgoing correspondence, memorandums, and occasional curricula, course descriptions, or printed publicity flyers from schools. These records resulted from the division's supervisory and advisory responsibilities for all pre-college level vocational classes, extension classes for working minors and adults, and training of teachers in vocational subjects. The correspondence is primarily between the division director and vocational education teachers and supervisors, school principals, college and university faculty, students, and the Federal Board for Vocational Education.
Creator:	New York (State). Education Department. Division of Vocational and Extension Education
Title:	Education Department Division of Vocational and Extension Education central correspondence files
Quantity:	35 cubic feet
Inclusive Date:	1911-1925
Bulk Date:	bulk 1921-1925
Series:	A0409

[^ Return to Table of Contents](#)

Arrangement

Chronological by school year; then alphabetical by name of correspondent, community, or school; then reverse chronological order.

[^ Return to Table of Contents](#)

Scope and Content Note

These files contain incoming and outgoing correspondence, memoranda, and occasional curricula, course descriptions or printed publicity flyers from schools.

These records resulted from the division's supervisory and advisory responsibilities for all pre-college level vocational classes, extension classes for working minors and adults, and training of teachers in vocational subjects.

The correspondence is that of the division director and various division specialists in areas such as: agricultural education; art and industrial arts education; commercial education; drawing and industrial training; home economics; industrial education; part-time education; and vocational education for girls. Correspondence is with vocational education teachers and supervisors, school principals, college and university faculty, students, and the Federal Board for Vocational Education.

Subjects of the correspondence include: inspections of vocational schools; establishment of specific courses at vocational or continuation schools; establishment of vocational courses in high schools; state and federal financial aid for school vocational programs and teacher training; training and qualifications of vocational education teachers; employment opportunities for teachers; status of teachers' licenses; text selection and grading by teachers; credit received by students for work in vocational classes; conferences on vocational education; proposed legislation on topics such as compulsory education and apprenticeship training; and immigrant education.

At the beginning of the series are additional materials: vocational course outlines and curricula; and correspondence of the supervisor of home economics education, 1919-1921. These files were created by division director Lewis A. Wilson (later commissioner of education).

[^ Return to Table of Contents](#)

Related Information

Related Material

A2099Series A2099, Assistant Commissioner for Vocational and Extension Education Reference File, contains related records.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Custodial History

Originally part of old accession -274, old collection number 409, boxes 1-35 (part).

[^ Return to Table of Contents](#)

Access Terms

- Women educators
- Monitoring
- Education, Secondary
- Education, Cooperative
- Supervising
- Education
- New York (State)
- Vocational education
- United States. Federal Board for Vocational Education
- New York (State). Education Department. Division of Vocational Schools
- New York (State). Education Department. Division of Agricultural and Industrial Education