

1603 Webster Ave.,
Pittsburgh, Pa.,
October 12, 1918.

Principal, 5th Avenue Evening High School,
1800 Fifth Avenue,
Pittsburgh, Pa.

Dear Sir:

As per your verbal request to me of Friday evening, October 4, 1918, I am writing you this letter to ascertain what the possibilities are of graduating from the Fifth Avenue Evening High School at the termination of the 1918-1919 term. The facts in my case are as follows:

I have already completed four (4) terms at the Fifth Avenue Evening High School, (1912-1913; 1913-1914; 1914-1915; 1917-1918), and I contemplate making this school year (the term of 1918-1919) my fifth term.

During the term 1912-1913 I took the subject of Civil Service for both periods.

During the term 1913-1914 I again took the subject of Civil Service for both periods, and worked at it so diligently that I found time to introduce into the class room (with the help of Mr. Deavers and Mr. Graham, the instructors then) the subject of Public Speaking and Debating. So much of a success did I make of it, that at the end of said term I was the principal speaker in a debate against the regular debating team of the Peabody High School, young men who were in the senior year of that school, and who were specializing in Public Speaking and Debating.

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During the term 1914-1915 I again took Civil Service, this time, (by special permission of Mr. Graham, my teacher then,) taking both the first and second periods in the first hour; (in other words, making both periods in the time allotted for one), and during the second period of the entire term I took up the subject of Bookkeeping. At this subject I also worked very hard, and succeeded in completing two years' bookkeeping work during said term. With this accomplishment, I was able the following year to enter the Evening School of the University of Pittsburgh, taking up the subject of Economics with the intention of specializing in Accounting and Auditing, an honor bestowed only upon those who are graduates of a reliable Commercial school or High school. In addition to taking and successfully mastering the three subjects in two hours, I also found time to organize a debating team in the Civil Service class, and on visitors night of that year the two Civil Service classes held a public debate in the class room, (I being one of the speakers), the only event of that kind for that evening.

During the term 1917-1918 I took for the first period the entire term the subject of Shorthand 3, and for the second period of the first semester I again took Civil Service (the two hours' work in one), this time for the benefit of preparing myself for the United States Civil Service examination in Stenography, which examination I took and passed, securing a permanent position as stenographer with the United States Department of Labor, Bureau of Naturalization, 402 Federal Building, Pittsburgh, Pa., where I am at the present time. During the second semester I dropped the subject of Civil Service, and took for the remainder of that semester Typewriting 2.

The above is a detailed outline of my four years' well spent time at the Fifth Avenue Evening High School. You can see that I was kept very busy--far more busy than if I had taken two credit-subjects each of the four years--yet notwithstanding this fact, I only have ten (10) units to my graduating credit, four (4) for bookkeeping, four (4) for shorthand, and two (2) for typewriting. What I would like to know is: would it be possible for me to get enough credits for the additional work I have already done so that I will be able to graduate at the conclusion of this term, I, of course, being willing to take two subjects this term for which I will earn eight more units towards my graduating credit.

I also successfully completed one full year of day school (1911-1912) at the North Industrial School, at which school I took up the subjects of electricity, science, spelling, arithmetic, english, mechanical drawing, hygiene, and first aid to the injured. If necessary, possibly I could get enough credits for these subjects in order to accomplish my purpose.

Will you, therefore, be kind enough to carefully consider the above facts with a view to helping me secure a diploma this year? If necessary, please take this matter up with Mr. Berkey, Director of Evening Schools, for his consideration, a copy of this letter being enclosed for him. If either you or Mr. Berkey desire a personal interview, I shall be very glad to present myself at such time and place as may be agreed upon.

Thanking you for an early reply, I am

Yours very truly,

(Enclosure, 1 copy for Mr. Berkey)