

19

PALAMA SETTLEMENT
MEMORANDUM

Date Nov. 2, 1951
To Miss So
From Director
Subject

I have just been informed by Miss Fukuda that that you are not in school this morning. Also, that Miss Hirokane has been absent since Friday, October 26th, and that this office was not informed of this; also, that your activity report for the month of October, which we found in the business office, does not mention Miss Hirokane's absence.

Please send me a memo regarding Miss Hirokane's absence; also your absence. Since Miss Hirokane has been absent more than three days she will have to present a doctor's report.

We have canceled the meeting re the survey for this afternoon to Monday at the same time, and I hope you will have your full staff present. However, Miss Hirokane is still absent you will have to explain the procedure re the survey to her.