

*UNIVERSITY of PENNSYLVANIA*



The University Archives  
and Records Center

A Guide to the  
Graduate School of Education  
Educational Program Records, 1904 - 1967

12 Cubic ft.

UPB 4.9

Prepared by Kaiyi Chen

1997

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**HISTORICAL NOTE**

The Illman-Carter Training School for Kindergarten and Primary Teachers was founded in October 1904 by Miss Alice Carter of Philadelphia as the “Training School for Kindergarten Teachers.” Earlier, Miss Carter had established two mission kindergartens in poorer districts of the city. One kindergarten was located on Lombard and Seventh Streets, with Miss Adelaide T. Illman, a graduate of the Philadelphia Normal School, as Director. Aware of the intense need for adequately trained kindergarten teachers, Miss Carter initiated a series of lectures at the then Drexel Institute of Technology (the present Drexel University) for women working at kindergartens in 1904. This was the beginning of the Training School. Later the School secured accommodations at Twelveth and Walnut Streets and enrolled four and five year old children in a kindergarten where students could observe teaching methods demonstrated by an adequately trained teacher.

Miss Caroline M. C. Hart of Baltimore, a noted specialist in the kindergarten field of education, was the first Director of the School. After the School moved to the southwest corner of Thirty-sixth and Walnut Streets, Miss Illman became assistant to Miss Hart. After Miss Hart died in 1918, the training program was enlarged to include the training for primary teachers and the School renamed “Miss Illman’s Training School for Kindergarten-Primary Teachers.” In

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1921, owing to the rapid growth of the demand, the School purchased a fine old house at 4000 Pine Street with the financial assistance of Miss Carter. In 1928, the Pennsylvania Department of Public Instruction granted the School a charter, and since then graduates of the School were awarded certificates for teaching in public school upon the completion of the two to three year program.

The School of Education of the University of Pennsylvania entered a special relationship with the Illman School in 1932. The School of Education sent its own faculty to teach at the Illman School such courses as English, Psychology, and General Education Philosophy and Methods and in the meantime granted credits toward a Bachelor of Science Degree in Education for certain method courses students took at the Illman School. In 1936, the Illman School, including its Children's School, formally became an integral part of the University of Pennsylvania under the name of the Illman-Carter Unit for Kindergarten-Primary Teachers. Miss Illman continued as director of the Unit with the rank of Professor of Education until she retired in 1947. In 1959, the University of Pennsylvania decided to close the Illman School for Children because of the heavy expense to run the school properly and also because of the new trend of using public and private schools for practice teaching instead of confining such training to a demonstration school. In recognition of the contribution of Miss Illman, the University named the Division of Elementary Education of the Graduate School of Education the Illman Division of Elementary Education.

The University of Pennsylvania initiated the Schoolmen's Week program in 1914, with its first annual meeting held on the University campus. The mission of the program was to have all administrators and teachers engaged in school education get together and update their expertise by attending lectures or exchanging views and ideas on a wide range of topics related to school work. The participants included superintendents and principals of the state, representatives of boards of education, and principals and teachers of normal schools and colleges. The program, which offered in the first year twenty-four meetings attended by two hundred people, grew to be a teachers' institute offering over a hundred sessions with an

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attendance of over two thousand in the fifties and an attendance of thirty thousand in 1960. In addition to the University of Pennsylvania, the program was also supported in the sixties by the Drexel Institute of Technology, the Junior High School Vice Principals Association, the Philadelphia Principals Association, the Philadelphia Suburban Elementary Principals Association, the Philadelphia Teachers Association, the Private School Teachers Association of Philadelphia and Vicinity, and various school districts in the area.

**SCOPE AND CONTENT**

This series consists mainly of records of two educational programs--the records of the Illman Training School for Kindergarten and Primary Teachers and the records of the Schoolmen's Week program.

The subseries of the Illman School includes two major files--the Administrative Files and the Children's Class Records. The Administrative Files document the development of the School from 1904, the year when its precursor, the Training School for Kindergartners, was opened, to 1959 when the School ceased to be part of the University of Pennsylvania. The Files feature address books of the School's graduates in early years; an agreement between the School and the University of Pennsylvania for the integration of the School as a unit of the Graduate School of Education of Penn; by-laws and Board of Managers minutes, 1928-1936; brochures of the School from 1904-1946; and financial records in ledger books. The Children's Class Records are records of children who attended the Illman School for Children (an institution attached to the Training School for the practice of its trainees) from 1939 to 1959. The Children's Class Records document the development of each child's behavior and performance in class as well as the care the child received at home.

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The subseries of the Schoolmen's Week program includes correspondence of the activities sponsored by the Graduate School of Education for the program from 1952 to 1967, meeting brochures, and files of meetings at two locations--Lancaster and York--in the late 1950s.

*Reference Note: There are three memorabilia items of the Illman School in the Memorabilia Collection of the University Archives. They are a flag of the School, a seal, and blueprints for the School building at 4000 Pine Street dated 1927.*

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**INVENTORY**

Box 1

**Illman-Carter School**

Administrative Files

FF	1	Address Book, 1904-1917
FF	2	Address book, 1928-1943
FF	3	Address book, 1938-1943
FF	4	Addresses and miscellaneous accounts, 1904-1920
FF	5	Agreement between the Trustees of the University of Pennsylvania and Illman Training School for Kindergarten and Primary Teachers, 1936 June 30th
FF	6	Banking account books and statements, 1925-1935
FF	7	Brochures, 1904-1905
FF	8	Brochures, 1914-1916
FF	9	Brochures, 1918-1920
FF	10	Brochures, 1920-1921
FF	11	Brochures, 1921-1923
FF	12	Brochures, 1923-1925

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**Inventory: Illman-Carter School**

Box 1            Administrative Files (cont.)

- FF 13            Brochures, 1925-1927
- FF 14            Brochures, 1927-1929
- FF 15            Brochures, 1929-1931
- FF 16            Brochures, 1931-1933
- FF 17            Brochures, 1933-1935
- FF 18            Brochures, 1935-1937
- FF 19            Brochures, 1937-1939
- FF 20            Brochures, 1939-1942
- FF 21            Brochures, 1942-1946
- FF 22            Bulletin, 1936-1940
- FF 23            Bulletin, 1941-1945
- FF 24            By-laws and Board of Managers minutes, 1928-1936

Box 2 (legal size ledgers and folders)

- FF 1            Charter, 1928

Box 1

- FF 25            Class attendance record, 1916

Box 2 (legal size ledgers and folders)

- FF 2            Deed, title insurance, and lease agreement, 1921-1933

Box 1

- FF 26            Graduates of Miss Hart's Training School for Kindergartners,  
1904-1923
- FF 27            Graduate addresses of Miss Hart's Training School (in typescript),  
1906-1915

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**Inventory: Illman-Carter School**

Box 1           Administrative Files (cont.)

- FF 28           In the Footsteps of Froebel, n.d.
- FF 29           Incomplete List of Names of Children who Attended the Illman School for Children, 1927-1959
- FF 30           Invitation mailing list, n.d.
- FF 31           Ledger book, miscellaneous accounts, 1904-1916
- FF 32           Ledger book, Journal, inserted with miscellaneous notes, 1907-1918
- FF 33           Ledger, receipts and payments, 1924-1925

(Oversize package)   Ledger, multiple accounts with alphabetical index, 1925-1930

Box 2 (legal size ledgers and folders)

- FF 3           Ledger book, Journal, 1925-1931
- FF 4           Ledger book, Cash Receipts and Disbursements, 1928-1930
- FF 5           Ledger book, Cash Receipts and Disbursements, 1930-1934
- FF 6           Ledger, multiple accounts with alphabetical index, 1930-1936
- FF 7           Ledger book, Cash Receipts and Disbursements, 1934-1936

Box 1

- FF 34           Ledger book, mailing list and other miscellaneous entries, 1911-1929
- FF 35           Personnel Action Form and Recommendations, 1940-1958

Box 2 (legal size ledgers and folders)

- FF 8           Property appraisal, 1930

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**Inventory: Illman-Carter School**

Box 1           Administrative Files (cont.)

FF   36           Salaries, 1925-1926

FF   37           Scrapbook, forms, leaflets, and correspondence, 1948-1950

Children's Class Records

FF   38-43        Aa - Adams, H.

Box 3           Adams, K. - B

Box 4           C - Do

Box 5           Dr - Gibbo

Box 6           Gibbs - Holl

Box 7           Holt - McD

Box 8           McG - O

Box 9           Pao - Sam

Box 10          Sam - Ta

Box 11          Te - Zal

Box 12

FF   1-7          Zar - Zi

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**Inventory: Schoolmen's Week**

Box 12

**Schoolmen's Week, 1950-1967**

Correspondence

FF	8	1952-1953
FF	9	1954
FF	10	1955
FF	11	1956
FF	12	1957
FF	13	1958
FF	14	1959
FF	15	1960
FF	16	1961
FF	17	1962
FF	18	1963
FF	19	1964
FF	20	1965
FF	21	1966
FF	22	1967

Conference on Higher Education

FF	23	1958
FF	24	1959
FF	25	History, n.d.

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**Inventory: Schoolmen's Week**

Box 12

- |    |    |   |
|----|----|---|
| FF | 26 | International exchange scholars, 1950-1958  |
|    |    | Lancaster meeting   |
| FF | 27 | 1957-1958   |
| FF | 28 | 1959  |
| FF | 29 | Meeting brochures, 1958-1961  |
| FF | 30 | Meeting photographs, 25, n.d.   |
| FF | 31 | Participants' biographical material, with photos, 1959                            |
| FF | 32 | U.S. Department of Health, Education, and Welfare, Education Directory, 1958-1959 |
|    |    | York meeting  |
| FF | 33 | 1958  |
| FF | 34 | 1959  |

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