

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 JULY, 1969

Dianetics Course
All Courses

WHAT IS A CHECKSHEET

The "Checksheet" is a Scientology development in the field of study.

A CHECKSHEET is a form which sets out the exact sequence of items to be studied or done by a student, in order, item by item, on a course. It lists ALL the materials of the course in the order to be studied with a place for the student (or the person checking the student out in the case of a Starrate Checkout) to put his initial and the date as each item on the Checksheet is studied, performed or checked out.

The Checksheet is the programme that the student follows to complete that course.

Every student is given a complete Checksheet at the start of a course. It is not added to after he has started working on it. It is in its final form when it is handed to him.

It may be added to for those who enroll later but is not added to during the course.

The data of the course are studied and its drills performed in the order on the checksheet. The student does not "jump around" or study the material in some other order. The materials are set out in the Checksheet in the best order for study by the student so that he covers all the material in logical sequence.

Further, following the exact order of the Checksheet has a disciplinary function which assists the student to study.

The student's initial beside an item is an attestation that he knows in detail AND can apply the material contained in that bulletin, Policy Letter or tape, or that he has done and can do that drill. The initial of the supervisor or another student against a Starrated item is an attestation by him that he has given the student a Starrate checkout on the item in accordance with HCO Policy Letter of 14 May 1969 Issue II "How to do a Starrate Checkout" and that the student has passed.

The Course Supervisor MUST inspect students' checksheets daily to ensure that all students are following the Checksheet in its correct set out order, and that the student is making good progress through it.

"Through a Checksheet" means through the entire checksheet--theory, practical, all drills--and done in sequence.

When a course consists of three times through the Checksheet, the student goes through three entire Checksheets once. Theory, practical and all drills in sequence, completing that, and then goes through the entire next checksheet a second time, then goes through a third checksheet fully a third time. There

is no difference in what is studied and how it is studied the second and third times through--or any subsequent times through the Checksheet! It is done fully each time--theory, practical and all drills (including all study drills).

RETRAINING

"Retraining" or "back to Course for retraining" or (per step (2) in handling a student who fails to get a good result - HCOB 16 July 69, URGENT -- IMPORTANT) "Send student back to training" means that the student is sent to Cramming to get straight exactly what is missed and then back to Course and does THE ENTIRE COURSE AGAIN, three times through the checksheet if that is the course (such as the Dianetics Course). No short cuts or skimping is allowed on retraining, as a student who fails to apply one aspect of the course had a misunderstanding which would have prevented him from fully grasping and understanding the other material on previous times through the Checksheet. Also--NUMBER OF TIMES OVER THE MATERIAL EQUALS CERTAINTY AND RESULTS (a major study datum which has been proven beyond any question in Dianetics and Scientology).

It is illegal to run any course on any subject without a checksheet in Dianetics and Scientology.

Ens. Tony Dunleavy
Planning & Training Aide

for

L. RON HUBBARD
COMMODORE

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