

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 July 1969

Dian. Supvr. Course
All/Supervisors Courses
All/Course Supvr. and
Course Admin. Hats

COURSE ADMINISTRATION
ROLL BOOK

Every Dianetics and Scientology Course has a course ROLL BOOK.

The purpose of the ROLL BOOK is to provide a permanent record of all who enrolled on the course and whether or not they graduated.

The Roll Book must be a thick hard cover foolscap size and well bound book.

On the inside first page is printed clearly -

Course name
Date book started
Name of Org, Center or Group
Date book completed

Inside, the double pages are divided into vertical columns of appropriate widths as follows:

Students full name
Permanent address
Local Address and Phone number
Date started on course
Invoice number
Date course completed
and two columns to note retraining - dates started
and completed.

In this book every student is logged, by the Course Administrator, when he joins the course, and every student is logged off the course upon completion.

This book is used for roll call but only in so much as to compile from it the master sheet, which is not a part of this book.

When the Roll Book is full, or at the end of the Course in the case of a noncontinuing course, it is sent immediately in an Org to Dir. of Inspections and Reports to be filed in VALUABLE DOCUMENTS files in Dept. 3. Thereafter it remains in the charge of VAL. DOCS. IN CHARGE. In a Center or Group the completed Roll Book is securely kept by the Leader of the Center or Group. If the group is disbanded or ceases to operate, their Roll Books are forwarded to the nearest org.

Dir. of I&R in an Org should from time to time inspect the Roll Books in use on courses and ensure that they are being kept in accordance with this Policy Letter, and that all completed ones have been turned in.

The Course Roll Book is the ONLY record of course attendance an Org, Center or Group has. The full application of this Policy Letter will ensure that the record is permanent.

Ens. Tony Dunleavy
Planning & Training Aide
for
L. RON HUBBARD
FOUNDER

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