Remimeo
Course Admins
D of T's
Tech Secs
Course Supervisors
STO's

The Student Folder

Each student on a Dianetics or Scientology Course must have a regular size folder.

The folder contains all of the routing forms and attached invoices, all pink sheets issued to the student, all essays the student has done on the checksheet, all written drills, and the finished checksheet itself.

Thus there is a complete record of each student in each file. And his completed work and checksheet. Certs and Awards would keep their own record of the student completing but the checksheet would go back with the student and routing form to the Course Supervisor who announces the student to the class and then over to Course admin who files the routing form and the completed checksheet of the student.

To save time the Course Administrator can put all routing forms and completed checksheets and pink sheets etc. in a to-be-filed basket during the day. After the students have gone home he can then file each particle in the correct file carefully without having to worry about the immediate servicing needs of the students.

Each time a new student comes on course a file is made up for the student. On the inside left cover of the folder should be a progress sheet which shows the training level of the student and what course he has completed, with dates whenever possible. It could be a simple mimeographed form that lists all Dianetics and Scientology Courses with a small line next to each. Those the student has done are checked off and date if possible. Those the student hasn't done have the line left blank next to them.

The folder is thus a complete record of what the student has done in training at the Org; the inside front cover sheet shows you what the student has done in all Dianetics and Scientology study.

The folders are kept in alphabetical order. Each folder has a tab on it with the name of the student. Much like the mimeo files tabs. If a file gets too full label the tab folder No. 1 and make a second folder and label it folder No. 2.

The Course Administrator is responsible for the keeping of these files. They are the final receipt point on most of the admin particles he routes.

LRH:JH:tl

Flag Dir of Training
for

L. RON HUBBARD
FOUNDER