

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 JULY 1981

Remimeo
Student Hat
Students
Supervisors
Course Admins
Tech
Qual

WHAT IS A CHECKSHEET

(Cancels BPL 27 Jul 69R What Is A Checksheet. The two issues that BPL 27 Jul 69R canceled - HCO PL 27 May 70 Checksheet Changing; HCOPL 1 Jul 70 II A Note On Checksheets - remain canceled. Valid data from HCO PL 1 Jul 70 II has now been included in this HCO Policy Letter.)

References:

HCO PL 30 Sep 70 Checksheet Format
HCO PL 25 Sep 79 Urgent - Important, Successful Training Lineup
HCO PL 17 Jun 70RA KSW Ser. Series 5, Technical Degrades Re-rev. 27.4.81
HCO PL 29 Jun 66 Keep Academy Checksheets Up-To-Date

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 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 Checksheets is studied, performed or checked out.

The Checksheets is the *program* that the student follows to complete that course.

The data of the course is studied and its drills performed in the order they are given on the checksheet. The student does not „jump around“ or study the material in some other order. The materials are set out in the Checksheets 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 Checksheets 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 and that the student has passed.

The Course Supervisor must inspect students' checksheets daily to ensure that all students are following the Checksheets 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.

RETRAINING

“Retraining” or “back to Course for retraining” 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. No shorts cuts or skimping is allowed on retraining, as a student who fails to apply one aspect of the course had a misunderstood 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).

ADDING MATERIALS TO CHECKSHEETS

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 materials which may be added to a course are those which specifically state this in the distribution. (Example: “NED Course” or “Class VII Course.”) They must be specifically designated for the course. If the distribution of an issue simply states, for example, “NED Auditors” or “Class IVs” the issue is not to be added to those courses. The issue would be for distribution to the graduates of those courses.

Only those issues whose distribution specifically states “course” may be added to course checksheets. No others may be added.

Indiscriminately adding materials to course checksheets has been largely responsible for extending training time. This practice caused the Class VIII Course, a 3 week course in 1968, to take up to 8 months to do in 1970.

Note: Hat Checksheets are the exception to the above. They are to be completely updated with all new materials that apply to the hat whether stated in the distribution of the issues or not. This means that all new materials that belong on the checksheet are added before the student starts his hat. (Ref. HCO PL 30 Sep 70 Checksheets Format)

MASTER CHECKSHEETS

The Course Admin is to keep up a Master Checksheet for each course he is responsible for. These Master Checksheets must be kept up-to-date, noting all cancellations, revisions, additions and corrections to each checksheet.

Thus, when a student starts a course he can be handed a checksheet that has been completely updated per the Master Checksheet.

Checksheets are a tremendous aid to study and are an essential part of any training. It is illegal to run any Course on any subject without a checksheet in Dianetics and Scientology.

L. RON HUBBARD
Founder

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and Technical
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