

# BOARD POLICY LETTER

Remimeo  
Attn: Tech Secs  
Ds of T  
HDG  
Supervisor  
Courses

27 JULY 1969R  
(Revised 16 October 1974)

CANCELS  
HCO POLICY LETTER OF 27 JULY 1969  
SAME TITLE

## WHAT IS A CHECKSHEET

Cancels HCO PL 27 May 70, "Checksheet Changing"  
and HCO PL 1 July 70 (II), "A Note on Checksheets"

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

A CHECKSHEET is "a list of materials, often divided into sections, that give the theory and practical steps which, when completed, give one a study completion. The items are selected to add up to the required knowledge of the subject. They are arranged in the sequence necessary to a gradient of increasing knowledge of the subject. After each item there is a place for the initial of the student or the person checking the student out. When the checksheet is fully initialed it is complete, meaning the student may now take an exam and be granted the award for completion."—LRH. Where an exam is not required, as in Fast Flow Training, the student then attests to completion of the course.

The data of the course is studied and the drills performed *in the order 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 Checksheet in the best order for study by the student so that he covers all the material on a proper gradient.

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 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—HCO B 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 shortcuts or skimping are 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.

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).

### CHECKSHEET VALIDITY

It is illegal to run *any* Course on any subject without a checksheet in Dianetics and Scientology. The only exceptions to this are the 12 Sept 65 HAS Course and the PE Lecture.

Course checksheets require the approval of Flag to be considered authorized and valid. No course checksheet locally or otherwise issued that does not have Flag approval is valid.

### ADDING MATERIALS TO CHECKSHEETS

It is illegal to add materials to checksheets and thus lengthen courses and student training time.

The *only* materials which may be added to a course are those which specifically state "Dianetics Course" or "Class VIII Course". They must specifically be designated for the *course*. Distribution which simply states "HDCs" or "Class IVs" are *NOT* to be added to those courses. They are issues for distribution to the *graduates* of those courses.

**ONLY THOSE ISSUES WHOSE DISTRIBUTION SPECIFICALLY SAYS \_\_\_\_\_ COURSE MAY BE ADDED TO COURSE CHECKSHEETS. NO OTHERS MAY BE ADDED.**

Adding materials issued after the course to course checksheets has been largely responsible for extending the time to train students. This practice caused the Class VIII Course, a 3 week course in 1968, to take up to 8 *months* to do in 1970.

So the moral is **DON'T ADD MATERIALS TO COURSES.**

This of course does not prevent a supervisor or D of T from having reference materials in packs to use in handling student questions. These reference materials may not become part of courses or required study by students.

Revised by CS-4  
Approved by:  
All Aides  
Board of Issues  
for the  
**BOARDS OF DIRECTORS**  
of the  
**CHURCHES OF SCIENTOLOGY**