**REPRESENTANTES Y CUADRO DE HONOR**

**AÑO LECTIVO GRUPO**

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| **AÑO LECTIVO** |  | **GRUPO** |  |

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| **DIRECTOR DE GRUPO** |  |

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| **ESTUDIANTE REPRESENTANTE DE GRUPO** | | |
| CARGO | NOMBRE | TELÉFONO |
| Representante de Grupo |  |  |
| Representante de Grupo Suplente |  |  |

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| **PADRE DE FAMILIA O ACUDIENTE REPRESENTANTE DE GRUPO** | | |
| CARGO | NOMBRE | TELÉFONO |
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| **ESTUDIANTES MONITORES DE ÁREA** | | |
| ÁREA | NOMBRE | TELÉFONO |
| Matemática |  |  |
| Lengua Castellana |  |  |
| Lengua Extranjera (Inglés) |  |  |
| Ciencias Sociales |  |  |
| C. Políticas C. Economicas |  |  |
| Ciencias Naturales |  |  |
| Física |  |  |
| Química |  |  |
| Educ. Religiosa |  |  |
| Educ. Ética y Valores |  |  |
| Educ. Física |  |  |
| Educ. Artística |  |  |
| Tecnología e Informática |  |  |
| Filosofía |  |  |

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| **CUADRO DE HONOR** | | | |
| Relacione en las columnas los nombres de los estudiantes que durante cada uno de los periodos académicos se ha destacado en: | | | |
| PERIODO | RENDIMIENTO ACADÉMICO | CONVIVENCIA | INTEGRAL |
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| 2º |  |  |  |
| 3º |  |  |  |
| 4º |  |  |  |

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ORIENTADOR DE GRUPO

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| **MENCIONES DE HONOR EN ACTOS CÍVICOS Y/O CULTURALES** | | | |
| ACTO | FECHA | NOMBRE DEL ESTUDIANTE | MOTIVO |
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| **MENCIONES DE HONOR EN ACTOS CÍVICOS Y/O CULTURALES** | | | |
| ACTO | FECHA | NOMBRE DEL ESTUDIANTE | MOTIVO |
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| **MENCIONES DE HONOR EN ACTOS CÍVICOS Y/O CULTURALES** | | | |
| ACTO | FECHA | NOMBRE DEL ESTUDIANTE | MOTIVO |
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ORIENTADOR DE GRUPO

**MAPA DE GRUPO**    **- AULA** GRUPO

ORIENTADOR DE GRUPO

NOTA: Escriba el número de silla que se le asignó al estudiante y EXCLUSIVAMENTE uno de los nombres del estudiante. Al final relacione las ubicaciones especiales y el motivo. Señale con una X la ubicación de la entrada y la del escritorio.

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| **ENTRADA** |  |  | **TABLERO** | | | | | | **ENTRADA** |  |
| **ESCRITORIO** |  |  | **ESCRITORIO** |  |
|  | **FILA** | **FILA** | **FILA** | **FILA** | **FILA** | **FILA** | **FILA** | **FILA** | **FILA** |  |
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**UBICACIONES ESPECIALES**

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| **N.** | **NOMBRE DEL ESTUDIANTE** | **MOTIVO** | **DESCRIPCIÓN DE LA UBICACIÓN** |
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Atentamente,

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Docente

**MOSAICO DEL GRUPO- \_\_\_\_ Sede \_\_\_ Año \_\_\_\_\_**

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**MOSAICO DEL GRUPO- \_\_\_\_\_\_\_ Sede \_\_\_\_\_\_\_\_ Año \_\_\_\_\_**

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| FOTO | FOTO | FOTO | FOTO |

**EQUIPOS DE ASEO**

PERIODO

JORNADA

SEDE

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ORIENTADOR DE GRUPO

GRUPO

AULA

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| **ASEO GRUPO 1** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 2** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 3** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 4** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 5** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 6** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 7** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 8** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

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| **ASEO GRUPO 9** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |
| **ASEO GRUPO 10** | | | | | | |
| **NOMBRE DEL ESTUDIANTE** | | **LUNES** | **MARTES** | **MIERCOLES** | **JUEVES** | **VIERNES** |
| **1** |  | Barrer Salón | Sillas Y basura | Trapea | Barre salón | Trapea |
| **2** |  | Trapear | Barrer Salón | Sillas y basura | Trapea | Barre salón |
| **3** |  | Barrer Salón | Trapear | Barre Salón | Sillas y basura | Trapea |
| **4** |  | Trapear | Barrer Salón | Trapea | Barre salón | Sillas y basura |
| **5** |  | Sillas y Basura | Trapea | Barre Salón | Trapea | Barre Salón |

Atentamente, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Docente

**PLANILLA - RELACION ESTUDIANTES – AÑO \_\_\_\_\_\_\_\_**

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| **N.** | **APELLIDOS** | **NOMBRES** | **ING** | **RET** | **FECHA**  **DD/MM/AA** | **TELEFONO** | **TELÉFONO** |
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**OBSERVACIONES GENERALES**

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ORIENTADOR DE GRUPO

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| **SEDE** |  | **INVENTARIO DEL AULA N.** |  | **AÑO** |  |

Jornada AM Docente Grupo N. Est

Jornada PM Docente Grupo N. Est

Jornada NOCT Docente Grupo N. Est

Fecha estado inicial Fecha estado final

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| N | Descripción | Cantidad | Estado Inicial | | | Firma Doc. AM | Firma Doc. PM | Firma Doc. NOCT | Estado Final | | | Firma Doc. AM | Firma Doc. PM | Firma Doc. NOCT |
| B | R | M | B | R | M |
| 1 | Escritorio docente |  |  |  |  |  |  |  |  |  |  | ENERO  NOVIEMBRE | ENERO  NOVIEMBRE | ENERO  NOVIEMBRE |
| 2 | Silla docente |  |  |  |  |  |  |  |
| 3 | Sillas estudiantes |  |  |  |  |  |  |  |
| 4 | Armario madera |  |  |  |  |  |  |  |
| 5 | Lámparas fluorescentes |  |  |  |  |  |  |  |
| 6 | Vidrios ventanales |  |  |  |  |  |  |  |
| 7 | Mayas o rejas |  |  |  |  |  |  |  |
| 8 | Puerta |  |  |  |  |  |  |  |
| 9 | Chapa |  |  |  |  |  |  |  |
| 10 | Parlante sonido interno |  |  |  |  |  |  |  |
| 11 | Tablero |  |  |  |  |  |  |  |
| 12 | Cartelera |  |  |  |  |  |  |  |
| 13 | Papelera |  |  |  |  |  |  |  |
| 14 | Valde |  |  |  |  |  |  |  |
| 15 | Swiche (luz) |  |  |  |  |  |  |  |
| 16 | Tomas (energía) |  |  |  |  |  |  |  |
| 17 | Caja parabólica |  |  |  |  |  |  |  |
| 18 | Caja sonido |  |  |  |  |  |  |  |
| 19 | Video Beam |  |  |  |  |  |  |  |
| 20 | Sensor Óptico con swiche |  |  |  |  |  |  |  |
| 21 | CPU con teclado |  |  |  |  |  |  |  |
| 22 | Ventilador |  |  |  |  |  |  |  |
| 23 | Escobas |  |  |  |  |  |  |  |
| 24 | Traperas |  |  |  |  |  |  |  |
| 25 | Recogedor |  |  |  |  |  |  |  |
| 26 | Cuelga escobas |  |  |  |  |  |  |  |
| 27 | Otro \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
| **OBSERVACIONES** | | | | | | | | | | | | | | |

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COORDINACIÓN

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| **SEDE** |  | **INVENTARIO DEL AULA N.** |  | **AÑO** |  |

Jornada AM Docente Grupo N. Est

Jornada PM Docente Grupo N. Est

Jornada NOCT Docente Grupo N. Est

Fecha estado inicial Fecha estado final

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| CANT | N. SILLA | Estado Inicial | | | CANT | N. SILLA | Estado Inicial | | | Firma Doc. AM | Firma Doc. PM | Firma Doc. NOCT |
| B | R | M | B | R | M |
|  |  |  |  |  | 26 |  |  |  |  | ENERO  NOVIEMBRE | ENERO  NOVIEMBRE | ENERO  NOVIEMBRE |
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|  |  |  |  |  | 46 |  |  |  |  |
|  |  |  |  |  | 47 |  |  |  |  |
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| OBSERVACIONES | | | | | | | | | | | | |

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**Coordinación**