# TRIEDNA KNIHA

**pre kurzy**

Školský rok ...../.....

Názov a adresa školy: .....

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Školský rok: .....  Kurz: .....

..... jazyk

# Triedna kniha

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| **Hod. od - do** | |
| **Učebňa** | |
| **Budova** | |
| **Dôverník kurzu** | |
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| **Dát. začatia** | |

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| Počet zapísaných<br><br>Priemerná prezencia | | | | | | | | | | | |
| Prebrané lekcie | | | | | | | | | | | |

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riaditeľ (vedúci odboru) triedny učiteľ

**Zoznam poslucháčov list č. 1**

| Por. číslo | Priezvisko a meno | Číslo rozhodnutia | Bydlisko – telefón | Zamestnanie: ZŠ, SŠ, VŠ, Z a iné |
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| Por. číslo | Miesto narodenia, okres | Deň, mesiac a rok narodenia | Prospech | | | | | | | | | Poznámka |
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# AKO VIESŤ TRIEDNU KNIHU

1. **Žiaka zapíše učiteľ do zoznamu** v poradí zhodnom s poradím vo výkaze žiakov a vyučovacích hodín, alebo v abecednom poradí.

2. **Záznamy dochádzky žiakov:**

a) prítomnosť = zvislá čiara
b) ospravedlnená prítomnosť = písmeno O
c) neospravedlnená prítomnosť = prázdne okienko

3. **Ak prichádza do štúdia žiak v priebehu školského roka,** zapíše ho učiteľ do zoznamu v triednej knihe, ako aj do evidenčného listu, kam tiež poznačí dátum žiakovho príchodu do štúdia.

4. **Ak žiak prestúpi**, triedny učiteľ zapíše dátum a miesto prestupu do zoznamu v triednej knihe. Prestup vykoná vedenie školy na základe písomného odporúčania a triedneho učiteľa.

5. **Prestupujúceho žiaka** zapíše triedny učiteľ do zoznamu v triednej knihe i an evidenčný list s dátumom prestupu a značkou predošlého miesta.

6. **Ak oznámi žiak výstup,** poznačí učiteľ do zoznamu žiakov deň výstupu.