PATVIRTINTA

Biržų „Aušros“ pagrindinės mokyklos

direktoriaus 2018 m. sausio 2 d.

įsakymu Nr. V- 8

**BIRŽŲ „AUŠROS“ PAGRINDINĖS MOKYKLOS**

**MOKINIŲ DOKUMENTACIJOS TVARKYMO APRAŠAS**

* 1. **SKYRIUS**

**BENDROSIOS NUOSTATOS**

1. Biržų „Aušros“ pagrindinės mokyklos mokinių dokumentacijos tvarkymo aprašas (toliau – Aprašas) reglamentuoja mokinių asmens bylų tvarkymą mokykloje.
2. Aprašo tikslas, nustatyti mokinio asmens bylų privalomą dokumentaciją bei asmenis atsakingus už jų tvarkymą.
3. Mokinio bylos aplankas formuojamas perlenktame pusiau A3 formato lape (1 priedas).

**II SKYRIUS**

**MOKINIŲ ASMENS BYLŲ TVARKYMAS**

1. Klasės mokinių asmens bylų segtuvas sudaromas iš mokinių bylų aplankų ir papildomų dokumentų.
2. **Klasės mokinių asmens bylų segtuve turi būti**:

5.1. Einamųjų mokslo metų mokinių sąrašas (2 priedas), kuriame pateikti duomenys:

5.1.1. mokinių pavardės, vardai;

5.1.2. adresas (gyvenamoji vieta);

5.1.3. mokinio telefono numeris;

5.1.4. tėvų pavardės, vardai;

5.1.5. tėvų telefono numeriai;

5.1.6 kiti reikalingi kontaktiniai duomenys (pvz. artimo žmogaus tel. nr., su kuriuo galima greičiau susisiekti vaikui susirgus);

5.2. mokinių asmens bylų aplankai;

5.3. mokinių dalyvavimas NVŠ (priedas Nr.3);

5.4. trimestrų ir metų mokinių ugdymosi rezultatų suvestinės iš el. dienyno.

1. **Kiekviename mokinio asmens bylos aplanke turi būti:**
2. tėvų prašymas dėl priėmimo į mokyklą.
3. gimimo liudijimo kopija;
4. pradinio ugdymo išsilavinimo pažymėjimo kopija.
5. prašymas dėl antros užsienio kalbos pasirinkimo;
6. direktoriaus įsakymai (lankomumo, pažangumo klausimais);
7. pažyma su mokinio įvertinimais (grįžus iš gydymo įstaigos, sanatorijos);
8. mokymo sutartis;
9. mokinio Pradinio ugdymo programos baigimo pasiekimų ir pažangos vertinimo aprašas;
10. Pasiekimų pažyma, jei mokinys atėjo iš kitos mokyklos pasibaigus mokslo metams. Jei mokinys atėjo į mokyklą prasidėjus mokslo metams – laisva forma pateiktų įvertinimų kopija, patvirtinta ankstesnės ugdymo įstaigos vadovo;

6.10. Visi kiti prašymai, pažymos, bei dokumentai susiję su ugdymu, elgesiu, kitų įstaigų pranešimai ir siunčiamų raštų apie mokinį kopijos.

7. Mokinio bylų suformavimo terminai:

7.1. 1 ir 5 klasių iki rugsėjo 15 d.;

7.2. klasių vadovai išvykusių mokinių bylas sutvarko per 5 darbo dienas nuo išvykimo ir perduoda raštvedžiui archyvavimui;

7.3. naujai atvykusių mokinių – per 10 darbo dienų nuo atvykimo į mokyklą dienos;

7.4. kiekvienais mokslo metais klasės vadovas iki spalio 1 d. pildo sąrašą apie mokinių dalyvavimą neformaliojo švietimo veikloje mokykloje ir už mokyklos ribų.

* 1. Klasės vadovas į bendrą klasės bylų segtuvą įsega trimestro, mokslo metų bendrą klasės ugdymosi rezultatų suvestinę (iš elektroninio dienyno) pasibaigus trimestrui ir mokslo metams per 5 darbo dienas.
  2. Atvykusio mokinio mokytis pateikti duomenys (bylos išrašai ir kiti dokumentai) pridedami prie naujai suformuotos bylos.
  3. Jei mokinys išvyksta iš mokyklos prasidėjus mokslo metams, klasės vadovas į mokinio bylą įdeda mokinio pažangumo ir lankomumo ataskaitą iš el. dienyno.
  4. **SKYRIUS**

**BAIGIAMOSIOS NUOSTATOS**

* 1. Byla sudaroma kiekvienam mokykloje besimokančiam mokiniui.
  2. Klasės mokinių asmens bylas tvarko ir už jų duomenis atsako klasės vadovas.

12. Mokinių bylų kopijas, dokumentų išrašus daro raštvedys, klasės vadovo prašymu.

13. Dokumentų kopijas tvirtinti gali: direktorius, direktoriaus pavaduotojas ugdymui, raštvedys.

14. Mokinių asmens bylų priežiūrą vykdo direktoriaus pavaduotojas ugdymui.

15. Mokinių asmens bylų segtuvai saugomi mokyklos raštinėje.

16. Mokinių dokumentacijos tvarkymo aprašas gali būti keičiamas direktoriaus įsakymu.

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Biržų „Aušros“ pagrindinės mokyklos

Mokinių dokumentacijos tvarkymo aprašo

1 priedas

**BIRŽŲ „AUŠROS“ PAGRINDINĖ MOKYKLA** 190545880

**MOKINIO ASMENS BYLA**

Vardas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pavardė \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Priimtas (-a) į \_\_\_\_\_\_\_\_ klasę \_\_\_\_\_\_\_\_\_\_\_\_\_ m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_mėn. \_\_\_\_d.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Direktorius** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(parašas, vardas, pavardė)

Biržų „Aušros“ pagrindinės mokyklos

Mokinių dokumentacijos tvarkymo aprašo

2 priedas

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| Biržų „Aušros“ pagrindinė mokykla  2017-2018 m.m. \_\_\_kl. mokinių sąrašas |

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| **Eil.**  **Nr.** | **Mokinio vardas, pavardė** | **Adresas** | **Mokinio tel. Nr,** | **Tėvų pavardės vardai** | **Telefono Nr.** | **Pastabos** |
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Biržų „Aušros“ pagrindinės mokyklos

Mokinių dokumentacijos tvarkymo aprašo

3 priedas

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| Biržų „Aušros“ pagrindinė mokykla  2018-2019 m.m. \_\_\_kl. mokinių, lankančių NVŠ užsiėmimus mokykloje ir už jos ribų, sąrašas   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Eil. Nr. | Mokinio vardas, pavardė | Muzika | | Dailė | | Šokis | | Sportas | | Tech. Kūryba | | Turizmas ir krašto­tyra | | Gamta | | Saugus eismas | | Inform. technologijos | | Technologijos | | Medi­jos | | Etno­kltūra | | Kalbos | | Pilietiškumas | | | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | M | NVŠ | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | M-Mokykloje; NVŠ- muzikos mokykla sporto centras; NVŠ grupės | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |