**سجل الاجتماعات المدرسية**

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| **المسئولية الادارية عن السجل** | | | |
| **العمل** | **الاسم** | **العمل بالمدرسة** | **ملاحظات** |
| **المسئول المباشر** |  | **وكيل شؤون الطلاب** |  |
| **المشرف على السجل** |  |  |  |

**الحمد لله رب العالمين وصلى الله على نبينا محمد وعلى آله وصحبه أجمعين وبعد**

**إنه في يوم: ❑ الأحد ❑ الاثنين ❑ الثلاثاء ❑ الأربعاء ❑ الخميس , والموافق: / / هـ**

**وبرياسة: ❑ مدير المدرسة. ❑ وكيل المدرسة للشئون: ........................................... ❑رئيس اللجنة. ❑ المشرف: ................................ تم عقد الاجتماع رقم ( ) خلال الفصل الدراسي ( ❑ الاول ❑ الثاني ) لــــ :**

**❑مجلس المدرسة ❑مجلس المعلمين ❑لجنة الشراكة الأسرية والمجتمعية ❑لجنة التوجيه والارشاد ❑لجنة الاختبارات**

**❑ لجنة التميز والجودة ❑لجنة الصندوق المدرسي ❑لجنة الأمن والسلامة ❑فردي ❑لجنة: ...............................................................**

**ومكان الاجتماع في : ......................................................................................................................................... وتمت مناقشة جدول الأعمال التالي:**

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**واتخذ حيال ذلك القرارات والتوصيات التالية :**

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**ما تم اتخاذه من قرارات وتوصيات**

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| **م** | **القرار** | **مسؤول التنفيذ** | **المتابع** | **تاريخ التنفيذ** |
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**وقد انتهى الاجتماع في تمام الساعة ..........................,وتم الاتفاق أن يكون الاجتماع التالي يوم: .......................... وتاريخ: / / هـ**

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| **م** | **اسم العضو** | **صفته في المجلس** | **الحضور (✓ أو 🗶)** | **التوقيع** |
|  |  | **رئيس المجلس** |  |  |
|  |  | **نائب الرئيس** |  |  |
|  |  | **مقرر وعضو** |  |  |
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**أمين سر الاجتماع (المقرر) مدير المدرسة**

* **يلزم توقيع جميع من حضر الاجتماع حال الانتهاء, والاشارة إلى الغائبين, ومتابعة القرارات.**