

الجمهورية الجزائرية الديمقراطية الشعبية
وزارة التربية الوطنية
مديرية التربية لولاية
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سجل المندادة

الأستاذ(ة) :

السنة الدراسية :

2026 — 2025



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ





الجمهورية الجزائرية الديمقراطية الشعبية
وزارة التربية الوطنية
مديرية التربية لولاية

سجل المندادة اليومي

إرشادات لاستعمال سجل المندادة

غياب الصباح يشار له (-)

غياب المساء يشار له (+)

غياب اليوم كله يشار له (+)

(غ) عدد الغيابات

(ح.ف) الحضور الفعلي



الوثيقة السرية للתלמיד

| الرقم | الاسم و اللقب | رقم التسجيل | الدخول | الخروج | تاريخ و مكان الازدياد |
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الوثيقة السرية للתלמיד

| عنوان السكن | عدد الإخوة | القسم السابق | مهنة الأم | مهنة الأب | اسم الأب | الرقم |
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تسجيل الغيابات لشهر : سبتمبر 2025

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| نسبة الحضور و الغياب | أسباب الغياب | ف | غ | ك - ح | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | |
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تسجيل الغيابات لشهر : أكتوبر 2025

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| نسبة الحضور و الغياب | أسباب الغياب | ف | غ | ك - ح | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | |
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تسجيل الغيابات لشهر : نوفمبر 2025

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 \text{الحضور الكلي} &= \text{عدد أنصاف الأيام} \times \text{عدد التلاميذ} = \\
 \text{الحضور الفعلي} &= \text{الحضور الكلي} - \text{عدد الغيابات} = - =
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تسجيـل الغيـابـات لـشـهـر : دـيـسـمـبـر 2025

$$\dots = \dots \times \dots = \text{عدد الايام المدرosa} \times 2$$

$$\text{الحضور الفعلي} = \text{الحضور الكلي} - \text{عدد الغيابات}$$



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نسبة الحضور و الغياب

الحضور الكلى :

عدد الغيابات :

الحضور الفعلي:

النسبة المئوية للحضور

الحضور الفعلى x 100 الحضور الكلي

100 x

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النسبة المئوية للغياب

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توقيع السيد (ة) المفتش
(ة) : بتاريخ



تسجيل الغيابات لشهر : جانفي 2026

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$$\begin{aligned}
 \text{عدد انصاف الأيام} &= \text{عدد الأيام المدرستة} \times 2 = \dots \times \dots = \dots \\
 \text{الحضور الكلي} &= \text{عدد أنصاف الأيام} \times \text{عدد التلاميذ} = \dots \times \dots = \dots \\
 \text{الحضور الفعلي} &= \text{الحضور الكلي} - \text{عدد الغيابات} = \dots - \dots = \dots
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تسجيل الغيابات لشهر : فبراير 2026

| 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 09 | 08 | 07 | 06 | 05 | 04 | 03 | 02 | 01 | الاسم و اللقب | |
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عدد انصاف الأيام = عدد الأيام المدرستة $\times 2$ = \times =
 الحضور الكلي = عدد انصاف الأيام \times عدد التلاميذ = \times =
 الحضور الفعلي = الحضور الكلي - عدد الغيابات = - = -



| نسبة الحضور و الغياب | أسباب الغياب | ف | غ | ك - ح | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | |
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| الحضور الكلي : | | | | | | | | | | | | | | | | 1 |
| عدد الغيابات : | | | | | | | | | | | | | | | | 2 |
| الحضور الفعلي : | | | | | | | | | | | | | | | | 3 |
| النسبة المئوية للحضور | | | | | | | | | | | | | | | | 4 |
| الحضور الفعلى x 100 | | | | | | | | | | | | | | | | 5 |
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تسجيـل الغيـابـات لـشـهـر : مـارـس 2026

$$\text{عدد انصاف الأيام} = \text{عدد الأيام المدرستة} \times 2$$

$$\text{الحضور الكلي} = \text{عدد أنصاف الأيام} \times \text{عدد التلاميذ} = \dots \times \dots$$

$$\text{الحضور الفعلي} = \text{الحضور الكلي} - \text{عدد الغيابات}$$



| نسبة الحضور و الغياب | أسباب الغياب | ف | غ | ك - ح | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | |
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| الحضور الكلي : | | | | | | | | | | | | | | | | 1 |
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| النسبة المئوية للحضور | | | | | | | | | | | | | | | | 4 |
| الحضور الفعلى x 100 | | | | | | | | | | | | | | | | 5 |
| الحضور الكلي | | | | | | | | | | | | | | | | 6 |
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تسجيل الغيابات لشهر : **أفريل 2026**

$$\text{عدد انصاف الأيام} = \text{عدد الأيام المدرستة} \times 2$$

$$\text{الحضور الكلي} = \text{عدد أنصاف الأيام} \times \text{عدد التلاميذ} = \dots \times \dots$$

$$\text{الحضور الفعلى} = \text{الحضور الكلى} - \text{عدد الغيابات} = \dots - \dots$$



هجري

المواهق لـ

| نسبة الحضور و الغياب | أسباب الغياب | ف | غ | ك - ح | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | |
|--|--------------|---|---|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| الحضور الكلي : | | | | | | | | | | | | | | | | 1 |
| عدد الغيابات : | | | | | | | | | | | | | | | | 2 |
| الحضور الفعلي : | | | | | | | | | | | | | | | | 3 |
| النسبة المئوية للحضور | | | | | | | | | | | | | | | | 4 |
| الحضور الفعلى x 100 | | | | | | | | | | | | | | | | 5 |
| الحضور الكلي | | | | | | | | | | | | | | | | 6 |
| 100 x | | | | | | | | | | | | | | | | 7 |
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| النسبة المئوية للغياب | | | | | | | | | | | | | | | | 10 |
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| توقيع الأستاذ : | | | | | | | | | | | | | | | | 12 |
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| توقيع السيد (ة) المدير (ة) : بتاريخ | | | | | | | | | | | | | | | | 14 |
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| توقيع السيد (ة) المفتش (ة) : بتاريخ | | | | | | | | | | | | | | | | 16 |
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| توقيع السيد (ة) المفتش (ة) : بتاريخ | | | | | | | | | | | | | | | | 18 |
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تسجيل الغيابات لشهر : ماي 2026

| 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 09 | 08 | 07 | 06 | 05 | 04 | 03 | 02 | 01 | الاسم و اللقب | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---------------|--|
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$$\begin{aligned}
 \text{عدد انصاف الأيام} &= \text{عدد الأيام المدرosa} \times 2 = \dots \times \dots = \dots \\
 \text{الحضور الكلي} &= \text{عدد أنصاف الأيام} \times \text{عدد التلاميذ} = \dots \times \dots = \dots \\
 \text{الحضور الفعلي} &= \text{الحضور الكلي} - \text{عدد الغيابات} = \dots - \dots = \dots
 \end{aligned}$$



هجري

المواهق لـ

| نسبة الحضور و الغياب | أسباب الغياب | ف | غ | ك - ح | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | |
|------------------------------------|--------------|---|---|-------|----|----|----|----|----|----|----|----|----|----|----|----|
| الحضور الكلي : | | | | | | | | | | | | | | | | 1 |
| عدد الغيابات : | | | | | | | | | | | | | | | | 2 |
| الحضور الفعلي : | | | | | | | | | | | | | | | | 3 |
| النسبة المئوية للحضور | | | | | | | | | | | | | | | | 4 |
| الحضور الفعلى x 100 | | | | | | | | | | | | | | | | 5 |
| الحضور الكلي | | | | | | | | | | | | | | | | 6 |
| 100 x | | | | | | | | | | | | | | | | 7 |
| | | | | | | | | | | | | | | | | 8 |
| %..... | | | | | | | | | | | | | | | | 9 |
| النسبة المئوية للغياب | | | | | | | | | | | | | | | | 10 |
| %..... | | | | | | | | | | | | | | | | 11 |
| توقيع الأستاذ : | | | | | | | | | | | | | | | | 12 |
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| توقيع السيد (ة) المدير (ة) : | | | | | | | | | | | | | | | | 14 |
| بتاريخ | | | | | | | | | | | | | | | | 15 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 17 |
| بتاريخ | | | | | | | | | | | | | | | | 18 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 20 |
| بتاريخ | | | | | | | | | | | | | | | | 21 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 23 |
| بتاريخ | | | | | | | | | | | | | | | | 24 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 26 |
| بتاريخ | | | | | | | | | | | | | | | | 27 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 29 |
| بتاريخ | | | | | | | | | | | | | | | | 30 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 32 |
| بتاريخ | | | | | | | | | | | | | | | | 33 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 35 |
| بتاريخ | | | | | | | | | | | | | | | | 36 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 38 |
| بتاريخ | | | | | | | | | | | | | | | | 39 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 41 |
| بتاريخ | | | | | | | | | | | | | | | | 42 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 44 |
| بتاريخ | | | | | | | | | | | | | | | | 45 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 47 |
| بتاريخ | | | | | | | | | | | | | | | | 48 |
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| توقيع السيد (ة) المفتش (ة) : | | | | | | | | | | | | | | | | 50 |





مفتشرية التعليم الابتدائي :

مفتشرة التعليم الابتدائي :

المدرسة الابتدائية

تحت إداره :

الأستاذ

جدول الحضور و الغياب للسنة الدراسية 2025 - 2026