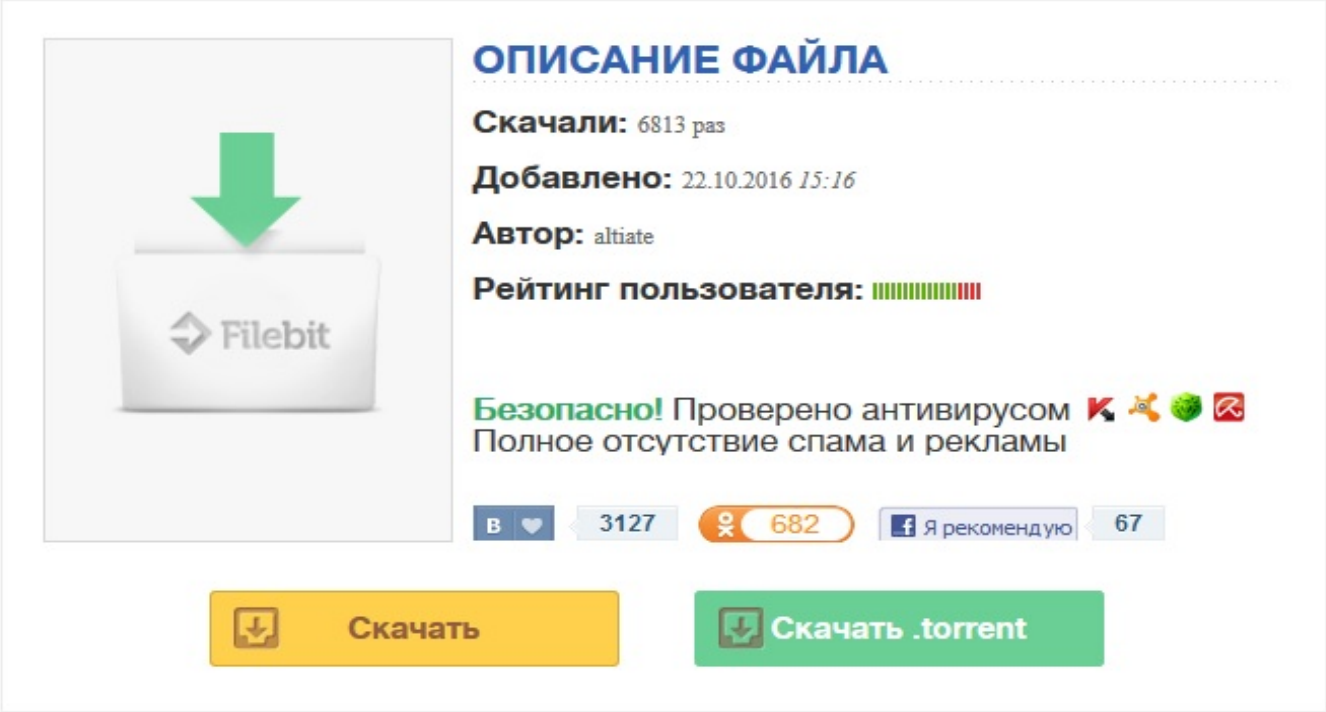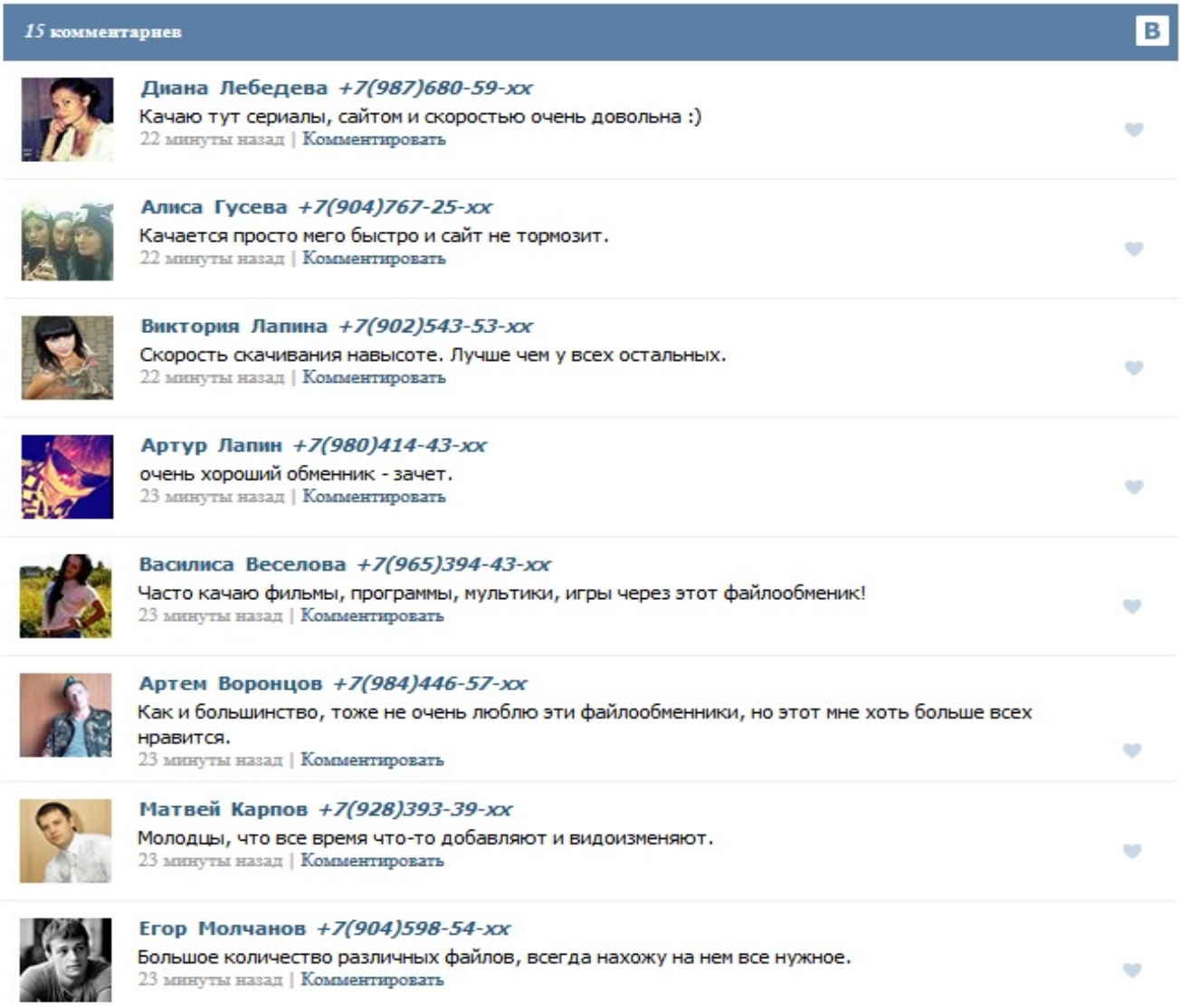личная карточка обучающегося бланк скачать