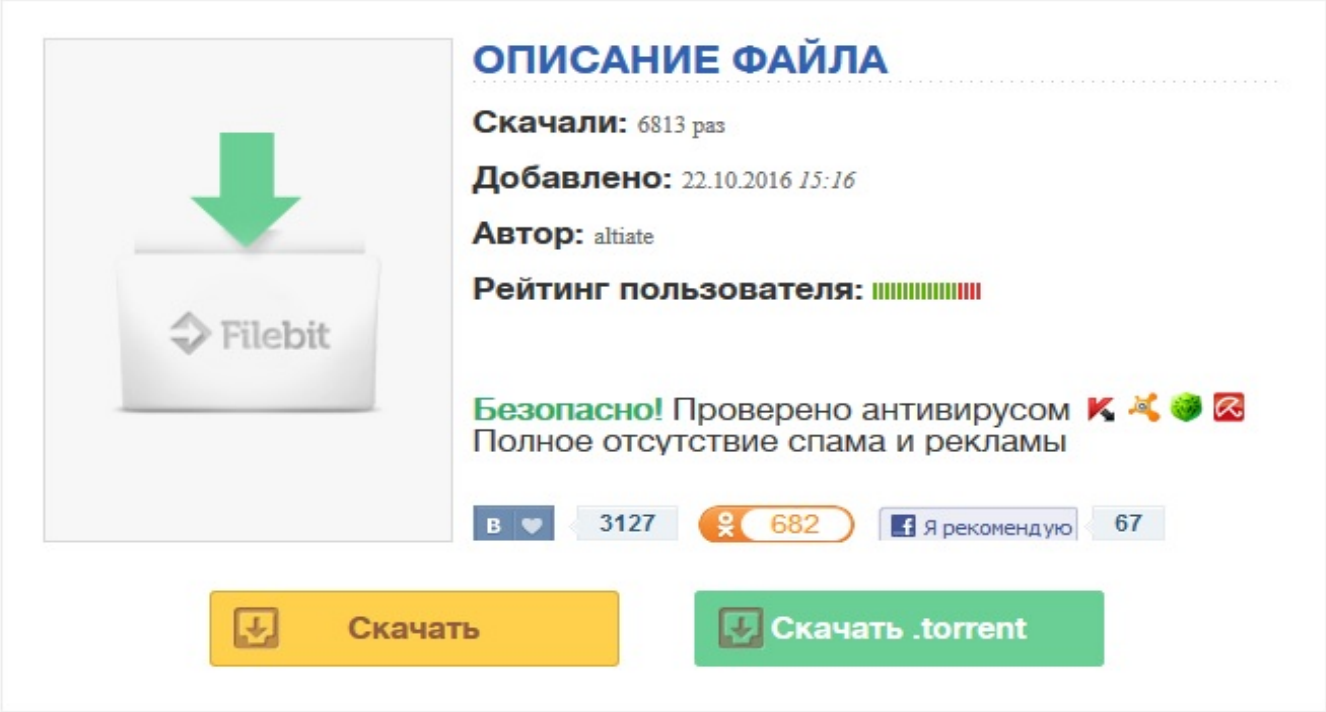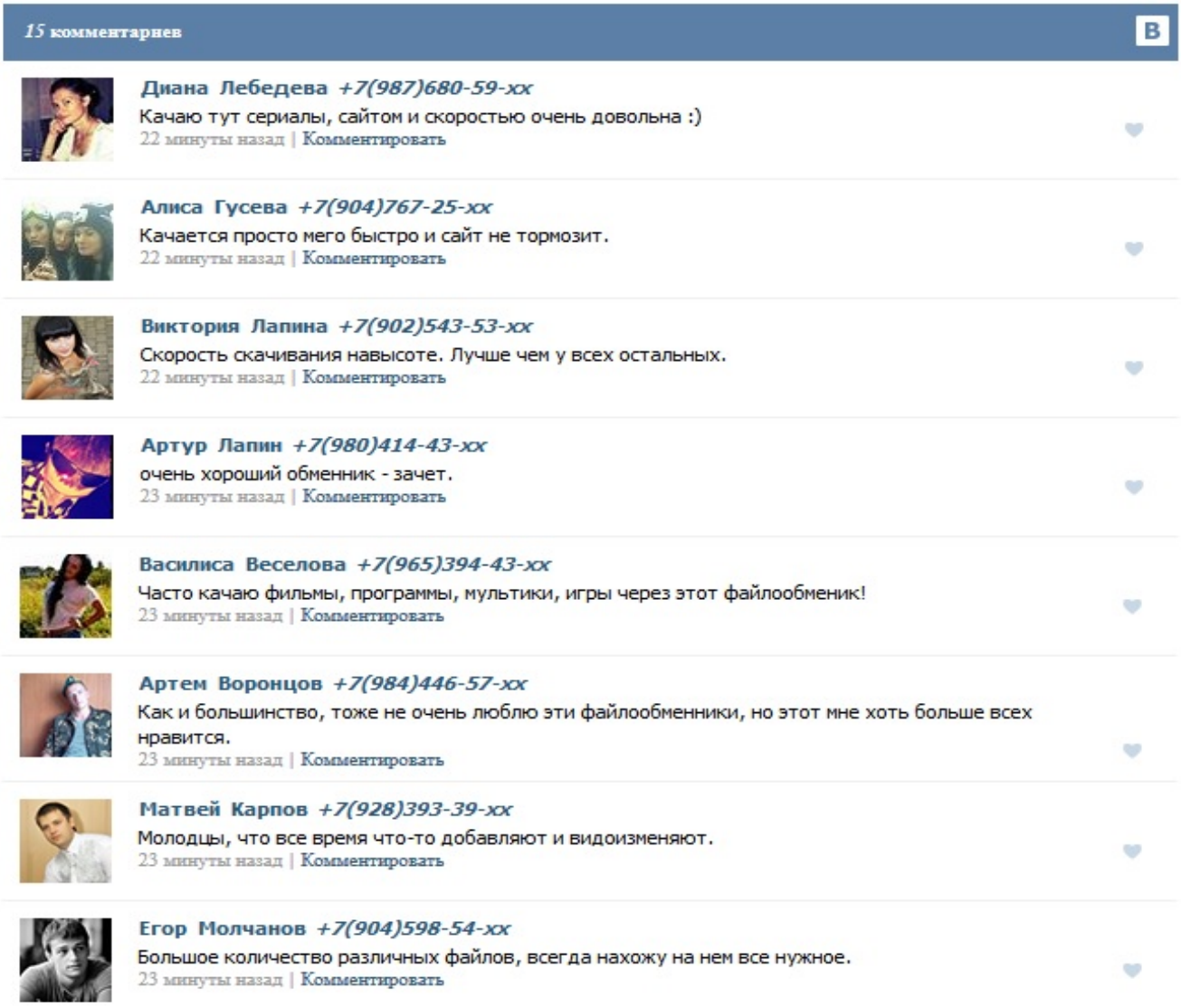бланк посещения урока завучем