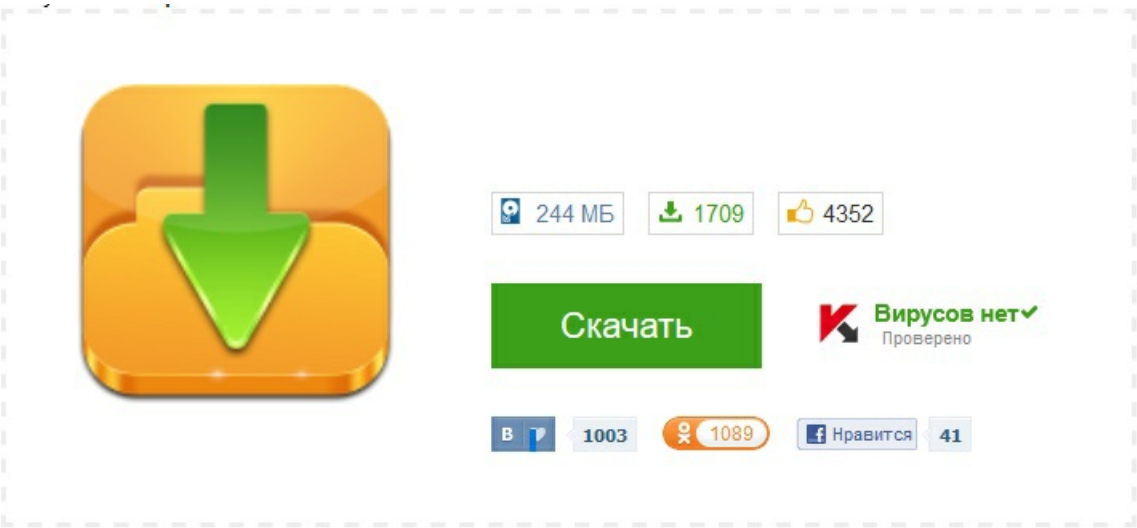бланк расписание занятий