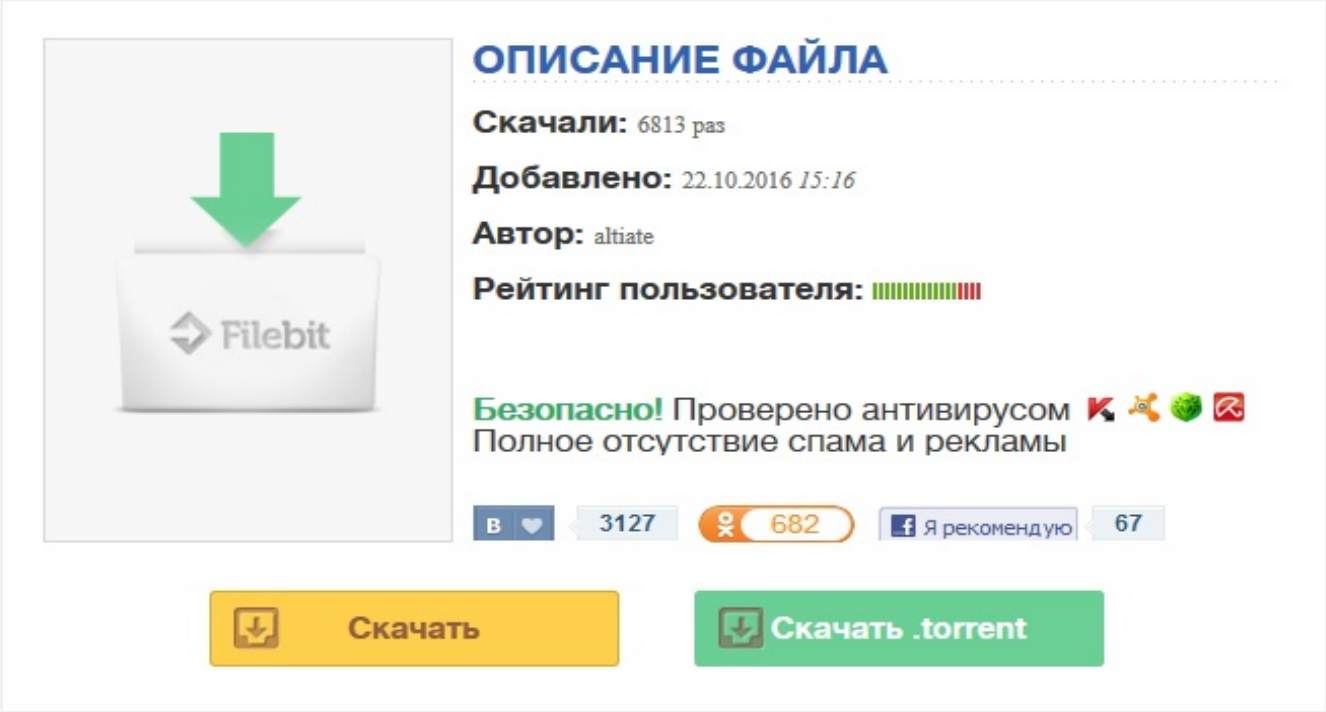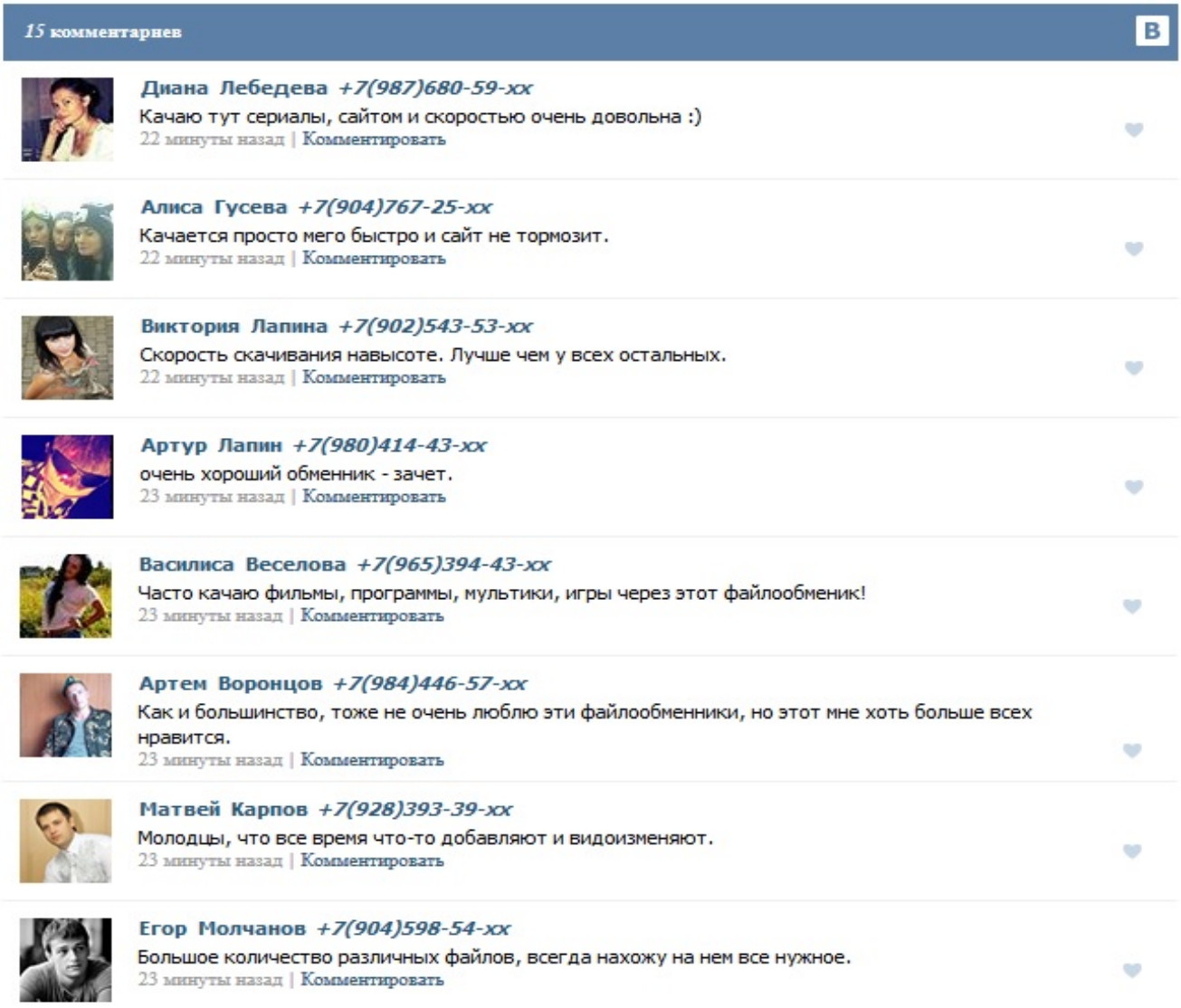личная карточка учащегося бланк скачать