**FORMAT MONITORING**

**ADMINISTRASI GURU**

Nama Sekolah :…………………………………………………………………………………

Nama Guru :………………………………………………………………………………..

NIP :………………………………………………………………………………..

Mata Pelajaran :………………………………………………………………………………..

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| --- | --- | --- | --- | --- |
| NO | KOMPONEN | TIDAK SESUAI | ADA | KET |
| SESUAI | KURANG SESUAI | TIDAK SESUAI |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | Kurikulum |  |  |  |  |  |
| 2 | Silabus |  |  |  |  |  |
| 3 | RPP |  |  |  |  |  |
| 4 | KKM |  |  |  |  |  |
| 5 | Program Tahunan |  |  |  |  |  |
| 6 | Program Semester |  |  |  |  |  |
| 7 | Daftar Nilai |  |  |  |  |  |
| 8 | Absensi Siswa |  |  |  |  |  |
| 9 | Program Remedial |  |  |  |  |  |
| 10 | Notula Rapat |  |  |  |  |  |
| 11 | Kumpulan Soal |  |  |  |  |  |
| 12 | Bank Soal  |  |  |  |  |  |
| 13 | Analisis Soal |  |  |  |  |  |
| 14 | Kalender Sekolah |  |  |  |  |  |
| 15 | Agenda Harian |  |  |  |  |  |

Catatan = ……………………………………………………………………………………………………………………………………

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 Tasikmalaya,…………… 2016

Guru Mata Pelajaran Kepala Sekolah Pengawas Sekolah

…………………………………. Toni Regal, M E. Sy ……………………………….