**INSTRUMEN SUPERVISI ADMINISTRASI GURU TK**

1. **Nama sekolah :**
2. **Nama guru :**
3. **Alamat sekolah :**
4. **Kecamatan :**
5. **Kota/ kabupaten :**
6. **Hari/ tanggal :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Aspek yang disupervisi** | **Temuan** | **Skor nilai** | **NA** | **Ket** |
| **Ada** | **Tdk ada** | **1** | **2** | **3** | **4** | **5** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| 1.  | Penyusunan Program |  |  |  |  |  |  |  |  |  |
|  | 1. Analisis materi PKB
 |  |  |  |  |  |  |  |  |  |
|  | 1. Tema-tema 1 (satu) tahun
 |  |  |  |  |  |  |  |  |  |
|  | 1. SKM
 |  |  |  |  |  |  |  |  |  |
|  | 1. SKH
 |  |  |  |  |  |  |  |  |  |
|  | 1. Kegiatan ekstra
 |  |  |  |  |  |  |  |  |  |
| 2.  | Buku rangkuman penilaian perkembangan anak |  |  |  |  |  |  |  |  |  |
| 3. | Grafik lulusan anak |  |  |  |  |  |  |  |  |  |
| 4. | Buku mutasi |  |  |  |  |  |  |  |  |  |
| 5. | Daftra kelas |  |  |  |  |  |  |  |  |  |
| 6. | Buku penghubung dengan orang tua |  |  |  |  |  |  |  |  |  |
| 7. | Kartu laoran pribadi |  |  |  |  |  |  |  |  |  |
| 8. | Buku rekapitulasi nilai |  |  |  |  |  |  |  |  |  |
| 9. | Buku notulen rapat |  |  |  |  |  |  |  |  |  |
| 10. | Buku pembinaan kepala sekolah/ pengawas |  |  |  |  |  |  |  |  |  |
| 11.  | Buku pengambilan rapor |  |  |  |  |  |  |  |  |  |
| 12.  | Buku anekdot |  |  |  |  |  |  |  |  |  |
| 13. | Buku kesehatan anak |  |  |  |  |  |  |  |  |  |
| 14. | Buku jemputan anak |  |  |  |  |  |  |  |  |  |
| 15. | Buku inventaris kelas |  |  |  |  |  |  |  |  |  |
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**Padang,**

**Kepala TK B.A Mekar sari**

**Hj. Rifda**

**NIP. 19600124 198612 2001**