**Formulario DDSE-11**

**Cambio de Modalidad**

**Unidad Pedagógica**

**Fecha: \_\_\_\_\_\_\_\_\_\_\_\_**

**Instrucciones:**

* Leer con cuidado cada ítem antes de contestar
* En caso de duda, puede consultar al Departamento Desarrollo de Servicios Educativos, al número de teléfono 2257-2764

1. **Ubicación administrativa y geográfica del centro educativo.**

Nombre de la Institución\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Código Presupuestario \_\_\_\_\_\_\_

Dirección Regional de Educación de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circuito Escolar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Año de Creación: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tipo de Dirección: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provincia: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cantón: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Distrito:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barrio o Poblado: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dirección exacta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Datos del Supervisor del Centro Educativo solicitante.**

Nombre completo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Celular: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dirección para notificaciones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Características del centro educativo**
2. **Matrícula actual**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total | | Matrícula y cantidad de grupos por nivel | | | | | | | | | | | |
| **1°** | | **2°** | | **3°** | | **4°** | | **5°** | | **6°** | |
| M | G | M | G | M | G | M | G | M | G | M | G | M | G |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

M: Matrícula G: Grupos

1. **Infraestructura**

Cantidad de aulas **disponibles** para brindar el servicio de secundaria \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicar que se necesita en cuanto a infraestructura para poder brindar el servicio de secundaria en la institución.

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1. Condiciones de planta física

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| --- | --- | --- | --- | --- | --- |
| **Espacios** | **Cantidad** | **Estado/Condición** | | | **Observaciones** |
| **Bueno** | **Regular** | **Malo** |
| Aulas |  |  |  |  |  |
| Lab. Informática |  |  |  |  |  |
| Lab. Ciencias |  |  |  |  |  |
| Gimnasio |  |  |  |  |  |
| Biblioteca |  |  |  |  |  |
| Talleres |  |  |  |  |  |
| Comedor |  |  |  |  |  |
| Sala de Profesores |  |  |  |  |  |
| Baterías Sanitarias |  |  |  |  |  |
| Terreno |  |  |  |  |  |

1. **Información de centros educativos de secundaria aledaños y matrícula del nuevo centro.**
2. Identificación de los centros educativos de secundaria que se encuentran aledaños a la institución solicitante**.**

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| **Código Presupuestario** | **Nombre del Centro Educativo**  **de secundaria** | **Distancia con respecto al nuevo Centro Educativo** | **Matrícula Total** | **Cantidad de alumnos que se trasladarán al nuevo Centro Educativo** |
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1. **Matrícula potencial**

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| **Código Presupuestario** | **7°** | **8°** | **9°** | **10°** | **11°** | **Total** |
| **Matrícula** |  |  |  |  |  |  |

**C. Estudio de matrícula de los cinco (5) años anteriores de los centros educativos de secundaria aledaños al nuevo centro educativo**

De acuerdo con lo indicado en el inciso A, indique para cada una de las instituciones mencionadas el detalle de la tendencia histórica de la matrícula de los últimos cinco años.

Código Presupuestario: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nombre del Centro Educativo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Nivel** | **7°** | | | **8°** | | | **9°** | | | **10°** | | | **11°** | | | **12°** | | | **Matrícula Total** | **Total**  **Seccio-nes** | **Promedio alumnos por sección** |
| Año | M | S | Prom. Sec. | M | S | Prom. Sec. | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec |
| 2\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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M. Matrícula S. Secciones Prom. Sec.: Promedio de alumnos por sección

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Código Presupuestario: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nombre del Centro Educativo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Nivel** | **7°** | | | **8°** | | | **9°** | | | **10°** | | | **11°** | | | **12°** | | | **Matrícula Total** | **Total**  **Seccio-nes** | **Promedio alumnos por sección** |
| Año | M | S | Prom. Sec. | M | S | Prom. Sec. | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec |
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M. Matrícula S. Secciones Prom. Sec.: Promedio de alumnos por sección

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Código Presupuestario: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nombre del Centro Educativo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Nivel** | **7°** | | | **8°** | | | **9°** | | | **10°** | | | **11°** | | | **12°** | | | **Matrícula Total** | **Total**  **Seccio-nes** | **Promedio alumnos por sección** |
| Año | M | S | Prom. Sec. | M | S | Prom. Sec. | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec |
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M. Matrícula S. Secciones Prom. Sec.: Promedio de alumnos por sección

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Código Presupuestario: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nombre del Centro Educativo:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Nivel** | **7°** | | | **8°** | | | **9°** | | | **10°** | | | **11°** | | | **12°** | | | **Matrícula Total** | **Total**  **Seccio-nes** | **Promedio alumnos por sección** |
| Año | M | S | Prom. Sec. | M | S | Prom. Sec. | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec | M | S | Prom. Sec |
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M. Matrícula S. Secciones Prom. Sec.: Promedio de alumnos por sección

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1. **Justificación del cambio de modalidad:**

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**Lugares de procedencia de los estudiantes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recomendación final del Supervisor de Centros Educativos:**

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Nombre del solicitante (Supervisor de Centro Educativo):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cédula: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sello

**Uso exclusivo Consejo Asesor Regional:**

1. **Recomendación Preliminar del Consejo Asesor Regional.**

Yo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, portador (a) de cédula número \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director (a) Regional de Educación de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, en calidad de representante tanto del Consejo de Supervisores de Centros Educativos como del Consejo Asesor Regional, con fundamento en el estudio realizado por \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, en calidad de Supervisor de Centro Educativo perteneciente a la misma Dirección Regional de Educación; considero que SI\_\_\_\_\_ NO\_\_\_\_\_\_ debe de autorizarse el servicio solicitado, por las siguientes razones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firma \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sello Fecha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Solicitud de valoración por parte de la DIEE**

En caso de contar con un dictamen positivo en la Recomendación Preliminar del Consejo Asesor Regional se debe proceder a solicitar al Ingeniero de la Dirección de Infraestructura y Equipamiento Educativo realizar la valoración del local provisional y el terreno propuesto por la comunidad interesada.

1. **Recomendación Final del Consejo Asesor Regional**

Yo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, portador (a) de cédula número\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director (a) Regional de Educación de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, en calidad de representante tanto del Consejo de Supervisores de Centros Educativos como del Consejo Asesor Regional, con fundamento en el estudio realizado por la Dirección de Infraestructura y Equipamiento Educativo considero que SI\_\_\_\_\_ NO\_\_\_\_\_\_ debe de autorizarse el servicio solicitado:

Firma :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sello Fecha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nota: Debe presentar adjunto al presente formulario**

* **Informe de la DIEE**
* Copias legibles y fieles a la documentación original, de toda la información suministrada en el presente formulario.

**Original**: Departamento Desarrollo de Servicios Educativos

**Archivo**: Dirección Regional Correspondiente. Se debe archivar adjunta la documentación que sustenta la información consignada en el formulario; ejemplo documentos censales.