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To report irregularities in the use of the Federal Funds of the Inmede assistance to restart the school operations program you can write to: frauderestart@de.pr.gov 1 August, 2019 Associate Deputy Secretary, Deputy Secretary for Academic Affairs, Deputy Secretary of Administration, Regional Directors, Principals and/or Teachers responsible for Special Education Services Centres, School Managers, Assistant Principals, Teachers, Members of Technology Support Advisory Committees, School Directors and Special Education Teachers. Eliezer Ramos Parés Associate Secretary of Special Education INCORPORATION of Technology Support Services in MY SPECIAL PORTAL (MIFE) The Associated Secretariat of Special Education (SAEE), in the process of improving and achieving the unity of services aimed at special educational students, works with the inclusion of technological services (AT) processes in the information system of the Special Education Program, My Special Portal (MiPE). These processes include AT's request for evaluation, discussion of AT assessment, follow-up to referrals, among others. To further refer to the user, we included a guide with specific operating instructions for the AZ in the MiPE system. If you have questions about the process or need additional help, you can contact us by email It is important from this school year to start, AS assessment referrals will be processed through the MiPE system. We look forward to correct compliance with these guidelines and the cooperation of all interested employees to ensure that we meet the established objective and ensure the validity and reliability of the information in the system. P. O. B o r x , S a n J u a n, P R T e l. : ( ) E l D e p a r t a m e n t o d e E d u c a c i o n d i s c i m i n a d e n i n g u a m a n e r a p o r a z o n d e d a d, f a z a, c o l o r, s e x o, n a c i m i e n t o, c o n d i c i o n d e v e r a n o, a r e c a p t e h a r e 1999 r. 23 Заглавие : Part VI: (K) version of technological aid: 002 Approved by: Ldo. Eliezer Ramos Release Date: Technology Aid (K) User Guide miPE-(K) Technology Aid 1 P Age 4 Content Introduction... 3 Legends of management... 4 Navigation... 6 SING MODULE... 7 PEI module: Create/modify PEI... 8 Part VI Technological assistance... 9 Definition of terms in Technological Aid Creating the process of SAAT members to provide technology assistance services Pei Module: Technological assistance Referrals Steps for processing guidelines for targeting technology Aid MiPE-(K) Technological assistance 2 P age 5 Introduction Both federal and state legislation that one of the Agency's responsibilities is the preparation of an Individualized Education Program (PEI) or service plan (PS) for those students eligible to participate in the programme. The preparation of PEI and PS is imperative for students to receive special educational services and related services, since this document constitutes the written agreement between the Agency and the parents. The PEI review process should be such when all available data is taken into account to determine how the student will develop or closest to the general curriculum. Given that in the coming months there will be a clearer idea of what educational proposals may be for the next school year, officials are authorised to work on REI or PC revisions for the next school year from 1 April onwards. Pei reviews must be completed five (5) days before the end of the school year. As good practices, the Programming and Location Committee (COMPU) may develop a PEI or PS project or proposal before the meeting to facilitate the discussion by providing a starting point for analysing the student's needs and defining the necessary services. It is important that the project or proposal can be discussed with the parent in its entirety and available for change (MPEE, p. 42). The following are the general instructions and improvements made in MiPs for the PEI and PS preparation process as a process standardisation initiative. This guide tries to explain in detail Part VI (K), which provides technological assistance. The population of students with disabilities who are registered in the Special Education Program of the Puerto Rico Department of Education (DEPR) demonstrates special, specific and unique needs that influence the teaching and learning process. Technology Assistance (AT) is one of the tools and strategies that have proven effective in the educational progress of students with disabilities. In some cases, the use of AT is a necessary and indispensable tool to and academic objectives set during his school career in the individualised education programme (PEI). AT's services are primarily designed to provide students with access to the content of the curriculum so that they can have academic use and MiPE-(K) Assistance Technology 3 P age 6 Guide to using equality support technologies integrated with housing provision, modifications, related services and best educational practices. Within the framework of Part B of the Law on the Education of Persons with Disabilities (IDEA) and Law 51 of 7 June 1996, as amended, in accordance with the provision of free and appropriate public education established in the Special Education Services Centres (CSEE) – Advisory Committee on Technology Support, known as CAAT. This committee consists of AT-certified professionals who are responsible for advising the Programming and Location Committee (COMPU) to identify ass that students may require, based on their needs and strengths aimed at achieving and developing the educational objectives set out in pes. Germany, through the Associated Secretariat for Special Education (SAEE) and CAAT, at CSEE, has a responsibility to ensure, promote and facilitate equal access to students with special needs through the opportunities, exercise and implementation of all educational activities, through the use of the AA necessary for an appropriate educational process in the least restrictive environment. The provision of AT services has the potential to provide the population with a greater degree of independence, integration into the school community and society; promoting, in turn, a better quality of life. Legends in manual legends of Manual Icon Description Click on where the cursor points. 1 Each issue is an indicator. Where you will find a description of the highlighted area at the bottom of the image. Specify specific and important points. Specify specific and important points. User Guide MiPE-(K) Technological support 4 P age 7 Icon Home Description: Return to the main page Search: View student information View student information Search information: Allows you to perform a search in System View: View information SIE and MiPE Choose: allows you to select a student to work review the history of electronic PEI managed in the system. Edit pei/print PEI/Print specified close without saving the description Add action / Remove or Cancel action Add/Modify Select All/Select Nothing warning: You need to correct the error Used to not lose data Return to previous screen Messages: Messages to avoid inconsistencies. See the mark typecast discussion assessment Assessment Technical assistance Anejjar Assessment Minutes Select Document from your computer Cancel / Save View / Delete Document Evaluation Discussion in the Learning Guide MiPE-(K) Technological Assistance 5 P age 8 Navigation Navigation Main screen Navigation Main screen Navigation Main screen displays the main system screen. All navigation in the system will be performed from this screen. Dashboard #1: Information bar The name of the user who accessed the system and its role will always appear in the upper left corner of the screen. Below will be the ID on the screen where the name of the section you are in will appear. #2 Panel: System icons In this area you will find the system help and output icons. You can tap any of the icons at any time. Panel #6: Module section In this section you will find access to the various system modules. To change or access a module, hover over the bar containing the title of the module you want to access and select the connection to work with. Note that when you hover over a link, it displays a brief message about the functionality it has. User #3: System User Information This area contains your user account, role, email, and last access to the system. Message #4: Messages Different messages will appear in this area that are programmed by system administrators. Dashboard: #5 alerts about student-related documents will appear in this area. (Called, Approvals, Denied, etc.) MiPE-(K) User Guide Technologies to Support 6 P Age 9 PEI Module PEI Module PEI #7: Student search results where students' search results are displayed. Search #8: Search criteria - General student search box by entering an SIE number. Searching for a student after you have entered a SIE or registration number in the search box, you must press the Search button. After you press the button, the system will present the search results to you. To select the student, you must click the Select link. Search #9: Search criteria - Advanced student search box by entering student demographics. #10: Blank error message field for system error messages. MiPE User Guide-(K) Technology Help 7 P Age 10 PEI Module: Create/Change PEI Module: Create/Change PEI When you press pei module and select create/change PEI option, you will see the following image that will appear on the screen according to your choice. Panel #11: Info In this section, you can see the following information about students. Full name Obstacles SIE number #12: PEI History In this section you can see the history of the ASSI. Academic year Pei number Change Status or Draft or Completed or canceled or signed or signed into a controversial date action or Edit or print PEI print sheets to print on a pey font sheet sheet sheet for recommendations panel #13: Define PEI In this section you can define an edit of PEI or amendment. MiPE-(K) Technology User Manual 8 P aged 11 (K): Technological assistance, Part VI: (K): Technological assistance The following photo presents the screen of Part VI of pei, Technological support, where the following areas can be discussed: assessment and/or services of the ACT, an assisted team recommended by the Advisory Committee on Technical Assistance and the assisted team available at the school, which is for the benefit of the student. #14: In Assessment and/or Services directed to In this section, you can direct the student to an assessment to receive technical support services. Panel #15: Recommended Assistance Equipment This section will reflect the assistance services for technologies or equipment recommended in the assessment. Panel #16: The available equipment is supported in this section, you can select the equipment that is received as recommended in the evaluation and it is available. MiPE-(K) Guide to the use of support technologies 9 P age 12 Definition of terms in Technological aid Definition of terms in Technological assistance is used as a tool to reduce the impact of child harm; to increase or maintain their functional capacity, their ability to participate and receive appropriate education; offering akomod, necessary modifications to curricula, best educational practices and recommended services. Technology Assistance (AT): These are equipment and services to increase, maintain or improve the functionalities of the student with disabilities. This does not include health-related devices that are surgically implanted. Accommodation: These are allowances or adjustments recommended in PEI to ensure the right to adequate and free public education in the least restrictive environment for the student in order to ensure access to the contents of the general class room and to demonstrate progress. Reasonable facilities: Appropriate means of adaptation, modification, measurement or adaptation to be carried out to enable or enable the disabled person to participate in all aspects, curricula and extracurricular activities, educational, recreational, sporting and cultural scenarios that allow the disabled person to participate and environment in an inclusive and accessible way. High technology: Complex equipment in its production, operation, training or use, which usually includes electronic components. Compared to low-tech equipment, high-tech systems are usually more expensive; and harder to produce, acquire and manipulate. Technical assistance: Services that provide AT specialists to COMPU members, other GVA, agencies, students with disabilities, parent or manager, among others, for AT products, equipment, services or other topics. Aid for low-cost technologies: Low-tech or high-tech equipment that can be provided at a significantly lower price than its nearest equivalent on the market through production or adaptation processes with cheap or recycled materials. Technology support team: Applies to any object or part of equipment, system or product purchased commercially, adapted or custom-built to increase, maintain or improve the functionalities of students with disabilities. AT teams help a student with disabilities perform a task more effectively, providing them with the identified needs to give them access to the curriculum and greater independence in the school community. MiPE-(K) A guide to the use of the 10 P 13 Constitution of CAAT Members' Members of CAAT Caat will consist of at least two of the following at specialists, where the AT certified special education teacher is an indispensable resource in the process. Each at specialist or assistant (as additional resources, if deemed necessary) will perform its functions, below and within the parameters it can exercise and represent. Speech and Language Pathologist (PHL) Speech and Language Therapist (THL), with the support and/or direction of PHL, if deemed necessary Psychologist (PS) professional therapist (JP) Master of Special Education of the Student Technology Specialist or System Psychologist Technician (PS) Occupational Therapy Assistant (ATO), with the support and/or direction of the dog, if a School or professional adviser is deemed necessary Other staff (doctor, staff of other agencies) MiPE User's Guide-(K) Technological Assistance 11 P age 14 Process for the provision of technological assistance services for the provision of technological assistance services Will be considered as the services and equipment for assistance of technology (AT) from which the child or young person must develop his educational goals. In MiPE, you will select the alternative that describes the situation of the Targeted at assessment and/or Teams: When considering the need for AT service or equipment, the child or youth should be targeted at an assessment in this area, which will be carried out by specialists with certification or AS credentials available in special education services centres. This team of professionals, who will assess needs and advise AT teachers, is known as the Technology Advisory Committee (CAAT). The recommended CAAT ASA team: CAAT, when assessing, if necessary, equipment and services aimed at achieving the educational objectives set out in PEI; this should be seen as part of the COMPU discussion. Once the COMPU has identified the necessary equipment or services as recommended in the assessment, this will be reflected in the space provided. Visiting team available at school: The school already has the necessary technology to support PES objectives. They will be flying into the intended space. Note: Any change in the condition or situation in the process of forwarding, evaluating, delivering and returning equipment requires a change of PEI. User Guide miPE-(K) Support Technology 12 P Age 15 Steps to Provide Services Support Steps for Technological Provision of Technology Assistance Services After explaining the navigation module on the Create/Modify PEI screen and the part VI screen of PEI. You can add the area of provision of technology assistance services such as assessment equipment and/or target AT, equipment recommended by CAAT and/or available at school. Step 1: Define pei You need to enter the PEI module, and then press create/modify pei connection. Once you are on the Student History screen to make a pei definition, you need to press the Define PEI button in the upper-right corner. To learn more about this process, you need to go to an appropriate guide. Step 2: Project a status after you have completed the pei determination process. You must return to the PEI history screen, and you will see the PEI that is viewed in the project state. You must press the PEI electronic button. To fill in the information requested in the MiPE-(K) Support Technology 13 P age 16: PEI Parties When accessing PEI, you need to make sure that the relevant parts of pei are filled in by working on them. If you have any doubts about how to fill in any of the PEI parts, you should contact the appropriate manual. Step 4: Part VI (K) To work in the technical assistance area, you need to select Section VI (K). Step 5: Evaluation and support teams -I.E. You must select the service areas to be evaluated by the student. To select the areas, you need to press the button of the User Manual MiPE-(K) Technology Help 14 P age 17 Step 6: At assessment is necessary to evaluate the request for technological assistance? YES OR NO To answer no, you need to indicate whether it is evaluated in ADVANCE OR by suspension Then you need to press the button of User Guide Guide Technical Assistance 15 P age 18 Age 18 Step 7: Reference for general technology support service you can see the following information: Information about the specified status of the number General information Student name SIE Bearing age Gender School Information Area Degree You need to fill in the following information : Contact information Accrued phone Accrued phone Additional contact information Phone Contact School Additional phone number After you have filled in the information requested in the general part, you need to press the button and go to Part I. Guide for medical or specialized information services MiPE-(K) Technological support 16 P age 19 I. Medical or specialized information (Dates of evaluations carried out and services the information reflected in this area is obtained from Part II, Part IV and Part VIII of the PSI. MiPE-(K) Technology

Assistance 17 P Age 20 Other Services User Guide You must press the button to select the assessments and therapies performed, if applicable, that you receive in the forwarding guide. MIPE-(K) Technology Assistance User Guide 18 P age 21 Additional information You will need to write other health considerations and if you are using medications, you should specify which ones. Select the support team that the student uses (if applicable). After filling in the requested information in Part I. Medical or specialized information, you need to press the button and go to Part II. MIPE-(K) Technology Aid Guide 19 P aged 22 II. Interests You must indicate the interests that are manifested by the student. Iii. Educational information You must indicate whether the take-off is satisfactory or unsatisfactory When you press the button, you will automatically see a window to add, if applicable, repeated assessments and how many times you have repeated the assessment. Then you need to press the MIPE-(K) button For technical assistance 20 P age 23 You must indicate the notes in the last school report (if applicable) and further comments on academic exploitation. You need to set an activity level as appropriate, variable or difficult to maintain, you need to set, by checking typecast, your ability to follow instructions such as: Offered Do not follow the instructions Do not follow the instructions Do not appear to understand Requires motivation Requires repetition and demonstration Must be specified, marking tipkas, Working habits such as: Carelessly recognizes errors Impulse User Manual MIPE-(K) Technological assistance 21 P age 24 You need to specify, by marking typecast, strong / preferences (training styles): Kinesthesia Visually Likes The art of listening to Musical Others You, After you have completed the information requested in Part II you need to press the button and move on to Part IV. Needs. User Manual MIPE-(K) Support Technology 22 P age 25 IV. Needs You need to identify the needs you identify in student learning by describing only the areas where you face challenges in your learning performance, in the development and/or achievement of the educational objectives and skills set out in PEI, given that accommodation, modifications, curriculum places, related services and best educational practices are offered. Pressing the button will automatically display a window to select the need and reason why they cannot be performed through the services described above and how they affect the student's performance. Then press the button If the student has several necessary buttons to repeat this step for each of them. MIPE-(K) Technology Aid Guide 23 P at age 26 After you have completed the information requested in Part IV. Needs you need to press the button and switch to Part V. Pre-use of technological assistance V. Pre-use of technological assistance You need to indicate whether the student has been evaluated. If you answer NO, the following spaces will be disabled, you will need to press the Save button and go to Part VI. Expectations for a YES response recommendation, the following intervals will be enabled for: Needs evaluated in AT Specify and specify other AT services provided to the user manual of student MIPE-(K) Support Technology 24 P age 27 You must indicate whether the student has a technology support team. If you answer NO, you'll need to press the Save button and go to Part VI. Expectations for a recommendation To respond with yes, you will need to press the button and a window on the screen will automatically appear for the technology support team/program. You will need to fill in the following. Write an AT team that the student has to press the calendar icon and choose how long there is an AT Team MIPE Machine Guide-(K) Technology Help 25 P age 28 If you use AT equipment / program regularly or Yes, use it regularly You will need to indicate the reason if you choose it: either Sometimes use it or do not use it or do not use it If you adequately meet school performance needs or have to explain whether you have chosen: either Partially or not After you have filled in the information required in Part V. Expectations of the aforementioned MIPE-(K) User Guide Support Technology 26 P age 29 VI. The expectations of the referral should explain the following: What are the specific expectations of this reference, taking into account the objectives set out in pei. What do you hope to achieve through the use of technological assistance that cannot be achieved through other services provided to the student and influencing their academic performance? Technological assistance is designed to achieve the objectives and tasks of pei in order to enable the student to benefit from the general curriculum or special education. In short, summarize the goals that compu understands require a technical assistance team to achieve it. MIPE-(K) Support Technology 27 P Age 30 Explain the strategies used to meet identified needs and why, as you understand, they were not effective. Which technical and/or educational technology support teams available in the classroom or school have access to? Additional comments or information about students that the AT intervention team should consider providing the service. (e.g. if the student is unclear and cannot move from home to be assessed; if the assessment needs an interpreter or other important situations that could affect the assessment process). User Guide MIPE-(K) Technology Assistance 28 P age 31 Student and/or attendant requires some accommodation for the evaluation process to choose: or no accommodation is required to provide the service, you must press the sign-up button and go to documents part Selection of any of the following options should explain the services to be considered: or Acomodo required for the student Acomodo required for the student Acomodo required for the attendant After you have filled in the information required in Part VI. The recommendation expectations must press the button and go to the MIPE Documents User's Guide-(K) 29 P age 32 Documents When a window is pressed, it will be activated. You need to press the button and you will select from the documents on your computer, the recommendation document for the RECOMMENDATION OF AT Assessment Then you will need to press the button after you have filled in the requested information in the Documents section, you need to press the button of the User's Guide MIPE-(K) Technological Assistance 30 P age 33 Step 8: Complete guide to a recommendation for technological assistance after you have filled in the requested information in the section you need to press the button of the MIPE-(K) Technology Help button 30 P age 33 Step 8: Complete technical assistance guide Filling in the information should go to the General Part of the Recommendation Guide and press the button In case the that you need to edit the Recommendation Guide you need to press the button After completing the recommendation guide, you need to press the Button The status of the guide will be found in the COMPLETED User Guide MIPE-(K) Technological Assistance 31 P age 34 Step 9: Project completed After you have completed all parts of PEI you need to go to Part I. Student information and bring the Pei status project to Completed. To learn more about this process, you need to go to an appropriate guide. Step 10: Check the sheet After you are in finished state, you need to fill in and press the button to learn more about this process, you need to go to the corresponding guide. MIPE User Guide-(K) Support Technology 32 P Age 35 Step 11: Completed on a Signed After you have completed a check sheet you need to select the date and pick it up to sign to learn more about this process, you need to go to the appropriate guide. Step 12: Once you have signed the recommendation guide, you must press the Must Print AT Guide button for a recommendation by clicking to be signed and found in the student's record. Once printed, this should be a user guide MIPE-(K) Technology Assistance 33 P age 36 PEI module: Referrals PEI Technical Assistance Module: Targeting for Technological Assistance By pressing the PEI module and selecting the technology help referral option, you will see the following image that will appear on the screen according to your choice. MIPE User's Guide-(K) Support Technology 34 P Age 37 Panel #17: Filters In this section you can see the following student information. The year specified by the reference type, regular or appraiser/adjusted or services, either Service Status, or Pending Analysis or Pending Appointment or Pending Appointment, Pending Assessment, or Pending Appointment for Reconstruction or Pending Discussion or Pending Request, or Pending Delivery CSEE or Pending Delivery School or Pending School for Delivery or Waiting for School or Rector School for Students CAAT Panel #18: Results In this section you can see the following: Referral type referral CaAT Student Recommendation or SIE Name or Registration Number of the aforementioned action or document or discussion of AT Assessment or School Discussion or Anejar Discussion Minutes View Information or District or Municipality or School or Teuhoid or Cause Users MIPE-(K) Technology Aid 36 P age 39 Steps to manage referrals Steps Help processing signals for technological assistance After explaining the navigation box on the screen Technological. You'll be able to view and manage information from Technology Help References. Step 1: Wait for analysis Once the recommendation has been generated through Part VI (K) in the electronic PEI, you will be able to access the technology assistance referral link and track the upcoming forwarding analysis. When you press the button and then you will see a window to see the A recommendation guide. to print it, sign and paste a copy step 2: Pending determination, forwarding waits for caat approval to be set. If denied, the reason for the refusal is reflected. The same obligation must be corrected and sent back through the system. MIPE User Guide-(K) Technology Help 37 P Age 40 Step 3: Appointment Anticipation After CAAT approves the recommendation it will go on pending commitments. Step 4: Pending evaluation, THEA will continue to coordinate the appointment to carry out the evaluation. Step 5: Pending appointment re-coordinate In case the student was absent from the meeting, the meeting will be recorded and then coordinated by CAAT. MIPE-(K) Technology Aid Guide 38 P age 41 Step 6: Discussion Once the student's assessment/assessment has been carried out, it should be discussed by the COMPU. You'll need to press the button. To view the evaluation report, you must press the button. You will see a window and you must press the button to print the document. You must then press the button to document the discussion of the assessment. MIPE-(K) Technology Aid User Guide 39 P Age 42 Step 7: Evaluation Discussion will appear on the screen to discuss the evaluation. You need to mark all typecasts proving that all processes have been implemented in the discussion. If you have other questions related to discussing the assessment, you should write it in the next place. User Manual MIPE-(K) Technology User Manual 40 P age 43 After analysing the assessment of technological assistance, the COMPU must accept or not accept the results of the technology aid assessment. After accepting the results of the assessment, the COMPU agrees to apply for the equipment deemed necessary for the development of the objectives and tasks set out in the student's PEI and/or for their integration and inclusion in the regular classroom. You'll need to add compu attendees. In case you need to add any or other participants, press the MIPE User Guide button -(K) Technology Assistance 41 P age 44 Step 8: Anejar Evaluation Discussion Minutes After you have discussed the assessment, you need to press the button and then when you press the you will need to select from the documents available on your computer by pressing the button. After you have selected the document, you must press the button. To view the attached document, you must press If you want to delete this, you must press the User's Guide miPE-(K) Help Technology 42 P age 45 Step 9: Query Pending CAAT will continue to manage the purchase of the equipment. If required through SIFDE, it will be moved to a status: Pending purchase. If the equipment is available in Warehouse, it will be moved to Status: Pending Delivery School. Step 10: Waiting for a purchase after a requisition is made and shipped to SIFDE, siFDE will be waiting for the purchase. Step 11: Expected delivery CSEE After purchasing the equipment is awarded, this will reflect the pending delivery status to CSEE. Step 12: Waiting for school delivery after the delivery of CSEE, it will reflect the state of pending school delivery. MIPE-(K) Support Technology 43 P Age 46 Step 13: Team discussion at school after the equipment is delivered to the school, compu should meet with us to discuss the delivery of the equipment. You need to press and then the button. You will be screened for certification of scenarios where technology support teams are used. You must press the calendar icon to enter the date the COMPU was executed. On the recommended equipment you need to discuss and establish the use of the equipment. If it differs from the middles approved in the assessment, you should explain the reason for the change. User Manual MIPE-(K) Support Technology 44 P age 47 You must document compu participants. In case you need to add another participant, you need to press the button Then you need to press the button on the screen. located in the upper right stage 11: Served Once the process has completed the certification of the use of AT equipment, the status will go to serve. MIPE-(K) Support Technology 45 P Age 48 Note: Processes will be performed in the electronic PEI by automatic change. MIPE-(K) User Guide 46 P aged 49 This Part VI User's Guide: (K) Technology Support for the My Special Portal Platform (MIPE): The Special Education Secretariat will enter into force as soon as it is approved by the Associated Secretary for Special Education. The guidance will be amended in line with changes to mIPE or SAEe procedures. - No, no, no, no, no, Eliezer Ramos Associate Secretary of Special Education Approval Date: August 2, 2019 Thank you for using MIPE. If you have any situation, you can report to the email: or to the phones: (787), (787) and/or (787) User Manual Age of technical assistance 47 P

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