

基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

October 15, 2019

TO : PARENTS / GUARDIANS OF NURSERY TO KINDER
FROM : MRS. CAROL B. SEMING
Principal, Preschool Department
SUBJECT : 1. FIRST QUARTER REPORT CARD VIEWING
2. PARENT TEACHER CONFERENCE (PTC)

Greetings in the name of our Lord Jesus Christ!

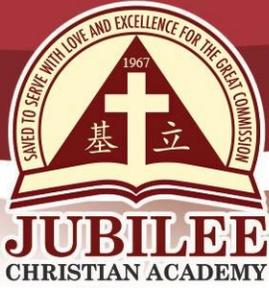
We thank the Lord for His guidance and provisions for everyone in the First Quarter. We pray that the Lord will continue to guide and shower everyone His blessing in the succeeding quarters.

Please be guided by the following items:

1. FIRST QUARTER REPORT CARD VIEWING.

Please read the following procedures to guide you in viewing your child's report card.

- 1.1 Students with outstanding balance and / or documents cannot view report cards. Please see Mrs. Sharon Beriña in the Finance Office, E. Rodriguez Campus, to settle your outstanding balance. For submission of outstanding documents, please see your Department Office.
- 1.2 For better grade viewing experience:
 - 1.2.1 Use desktop computer, laptop, or android tablet / phone with pdf reader (e.g., Adobe Reader); use iPad with Adobe Reader
 - 1.2.2 Use any web browser except Internet Explorer
 - 1.2.3 Avoid multiple simultaneous access of your child's accounts so as not to congest the system
- 1.3 Please see procedures below:
 - 1.3.1 Go to www.jca.edu.ph
 - 1.3.2 Look for JCA ONLINE PORTAL in the lower left side of the webpage
 - 1.3.3 Click STUDENT PORTAL
 - 1.3.4 Log in to the Student Access Module by typing student ID number as username and family name in capital letters as password if you have not changed your password; to change your password, click PASSWORD
 - 1.3.4.1 Type old password
 - 1.3.4.2 Type new password
 - 1.3.4.3 Type new password again to confirm password
 - 1.3.4.4 Click CHANGE PASSWORD
 - 1.3.4.5 PASSWORD SUCCESSFULLY CHANGED will appear



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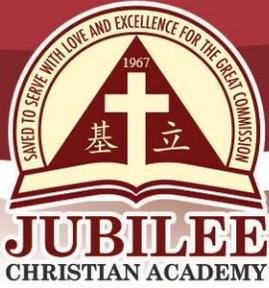
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- 1.3.4.6 Click SIGN OUT
- 1.3.4.7 Sign in again with User ID and new Password
- 1.3.5 Click GRADES tab on the menu to view Components, Department and Report Card
 - 1.3.5.1 Click COMPONENTS to view components of the different subjects; refer to September 12, 2019 circular on Online Grade Viewing
 - 1.3.5.2 Click DEPARTMENT to view the department components given by the different teachers in each subject. Department is viewable only at the end of the quarter. The following subjects are assigned to give department grade.

Level	Subjects
Nursery	Chinese, Christian Education, Reading, Grouped – Music, PE, and Arts
Kinder	Chinese, Christian Education, Reading, Writing Grouped - Music, PE, and Arts

- 1.3.5.3 Click REPORT CARD tab to download the report card
- 1.3.5.4 Click the downloaded report card in pdf format to view the subject grades, student activities, department, honors and attendance of your child
- 1.3.5.5 If Dialog box will appear, click OPEN WITH, click OK; then, view report card
- 1.3.5.6 If using Ipad
 - 1.3.5.6.1 Tap the screen twice
 - 1.3.5.6.2 Dialog box will appear below the address bar or at the bottom of the screen
 - 1.3.5.6.3 Click OPEN IN
 - 1.3.5.6.4 Click ADOBE ACROBAT
 - 1.3.5.6.5 View report card
- 1.3.5.7 Click SIGN OUT
- 1.3.6 Save the report card by clicking the Ctrl key + S key to minimize repeated access of the account. The report card, as viewed, is official. However, the phrase "FOR VIEWING PURPOSES ONLY" will appear at the background.
- 1.3.7 The school will not provide printed copy of the report card from first to third quarter, but a printed copy of the final report card will be given at the end of the fourth quarter.
- 1.3.8 Should you wish to have a printed copy of the first quarter report card, you may download the Printed Report Card Request Form from the department's downloadable forms at www.jca.edu.ph and email ps@jca.edu.ph. First request of the report card for the whole school year will be free, succeeding requests will be charged P177.00 per copy.



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- 1.4 Kindly email the Preschool Department at ps@jca.edu.ph should you notice any error in the report card or you may raise them with your child's teacher during the Parent Teacher Conference (PTC). Thank you for bringing the error(s) to our attention.

2. PARENT TEACHER CONFERENCE (PTC)

We have set aside **October 22, 2019** for us to have a conference with you. PTC is done in your child's classroom. We highly recommend that the parents whose child receives grade(s) of 82 and below those with department concerns to see the teachers during the PTC to discuss their child's performance and help him / her improve.

Please take note of the schedule and guidelines below to ensure a smooth and orderly conference.

2.1 PTC Schedule - There will be no classes in all levels.

- | | | | |
|-------|---------------------------------------|---|---------------|
| 2.1.1 | Toddler, Nursery & Kinder 1st Session | - | 8:00-10:00 AM |
| 2.1.2 | Nursery & Kinder 2nd Session | - | 1:00-3:00 PM |

2.2. PTC Guidelines

- 2.2.1 Parking inside JCA at the F. Manalo lot is available on a first-come-first served basis, Parking fee is PHP 86.00. Use only the F. Manalo gate for pedestrian entrance and exit. Strictly no parking on F. Manalo St. and D. Egea St. at any time, for loading and unloading only.
- 2.2.2 Register and leave a valid ID with a picture at the Registration Desk. No ID, No Entry. Parents will be given a PTC Remarks form. Have the teachers sign the form after your conference with them.
- 2.2.3 Sit outside the classroom of the teacher you want to see while waiting for your turn. Reservation of seats by putting labeled papers or objects on chairs is not allowed. Conference with the teacher is on a first- come first-served basis. The Parent /Guardian who is present at that time will be prioritized by the teacher.
- 2.2.4 Refrain from bringing your child during PTC to avoid unnecessary distraction while the PTC is going on.
- 2.2.5 Limit your time in the PTC as there will be others who would want to talk to the teacher.
- 2.2.6 Turn off or put in the silent mode any mobile phone while having conference with the teacher.
- 2.2.7 Submit the signed PTC Remarks form to the Registration desk and claim your ID.

All parents are welcome to confer with subject teachers and / or class advisers or see any of the school administrators. Together, we can arrive at effective measures to enhance your child's school development. Your fullest cooperation will be appreciated greatly.

Thank you.