




基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : October 5, 2020

TO : PARENTS / GUARDIANS OF GRADE 11 AND 12 (SY 2019-2020)

FROM :  MRS. NANCY R. RAMOS
Senior High School Principal

SUBJECT : **RELEASE OF SCHOOL YEAR (SY) 2019-2020 ACADEMIC DOCUMENTS,
AWARDS AND UNCLAIMED PERSONAL BELONGINGS**

Greetings in the name of our Lord Jesus Christ!

We thank God for enabling us to complete SY 2019-2020 well despite the pandemic that we experienced. We trust the Lord that He will continue to sustain us this SY 2020-2021.

Please be guided by schedule below for the release of academic documents (e.g., report cards, diploma), awards (e.g., honor certificates, year-end awards) of SY 2019-2020 and unclaimed personal belongings of the student (e.g., school supplies, books, projects).

All personal belongings not collected on the said schedules will be donated to Community Care recipients. If the student's locker is left locked, it will be opened forcibly to clear its content.

1. Schedule (Follow the student's grade level in SY 2019-2020)

| LEVEL | DATE | TIME |
|----------|------------|--|
| Grade 12 | October 12 | 7:30-8:30 am 8:30-9:30 am 9:30-10:30 am 10:30-11:30 am |
| Grade 11 | October 13 | 11:30 am-12:30 pm 12:30-1:30 pm 1:30-2:30 pm 2:30-3:30 pm |

Parents with more than one child in the same department or campus may follow the younger / youngest child's schedule. Please indicate the names of the children and their level and section in the form.



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2. Entry, Exit and Parking Guidelines

Use only the E. Rodriguez gate for entrance and exit. Strictly no parking on E. Rodriguez Sr. Avenue, F. Manalo and D. Egea Sts. at any time; for loading and unloading only.

- 2.1 Wear face mask and face shield upon entry and at all times while in campus
- 2.2 Have temperature scanned upon entry into school premises
- 2.3 Apply sanitiser / alcohol on the hands
- 2.4 Wipe footwear on the disinfecting floor mat
- 2.5 Maintain the one meter social distancing

3. Pick-up Procedures

- 3.1 Fill in the form. Click [Appointment Form](#) . Fifteen (15) slots are allowed per time slot. Once limit is reached, time slot cannot be clicked.
- 3.2 Collect Academic documents and/or awards at the Senior High School Office.
- 3.3 Get the student's personal belongings from the locker in his / her respective classroom. Bring the locker key and leave it unlocked after collecting all the belongings.
- 3.4 Parents may avail of transport delivery services (e.g., Grab, Lalamove, Mr. Speedy, Transportify) if they will not collect student's personal belongings as transport service drivers may not be able to identify the student's lockers and personal belongings in the classroom.
 - 3.4.1 Book your choice of transport service on the scheduled date and time.
 - 3.4.2 Pin E. Rodriguez Gate
 - 3.4.3 Indicate contact person - Alana Mae Maranga
 - 3.4.4 Indicate contact number - 639276696645 (SHS viber number)

Thank you for your kind cooperation.