

基立学院

JUBILEE CHRISTIAN ACADEMY

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

DATE : NOVEMBER 24, 2020
TO : PARENTS / GUARDIANS OF GRADES 7 TO 10
FROM : *Francesca*
FRANCES REA R. GAZA
Principal, Junior High School Department
SUBJECT : FIRST QUARTER REPORT CARD VIEWING, SCHOOL YEAR 2020-2021

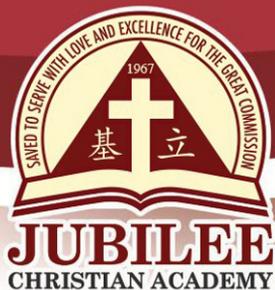
Greetings in the name of our Lord Jesus Christ!

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 as we go through three more quarters of the school year.

The First Quarter report card viewing is scheduled today, November 24, 2020, 3:00 PM onwards.

Please be guided on the procedures for viewing your child's report card.

1. Students with outstanding balance and / or documents cannot view report cards. Please see Mrs. Sharon Beraña in the Finance Office, E. Rodriguez Campus, to settle your outstanding balance. For submission of outstanding documents, please submit to the Junior High School Office.
2. For better grade viewing experience:
 - 2.1. Use desktop computer, laptop, or android tablet / phone with pdf reader (e.g., Adobe Reader); use iPad with Adobe Reader
 - 2.2. Use any web browser except Internet Explorer
 - 2.3. Avoid multiple simultaneous access of your children's accounts so as not to congest the system
3. Please see procedures below:
 - 3.1. Go to www.jca.edu.ph
 - 3.2. Scroll down the homepage and click BE A JUBILEAN
 - 3.3. Click STUDENT PORTAL
 - 3.4. Log in to the Student Access Module by typing student ID as username and family name in capital letters as password if you have not changed your password; to change your password, click PASSWORD
 - 3.4.1. Type old password
 - 3.4.2. Type new password
 - 3.4.3. Type new password again to confirm password
 - 3.4.4. Click CHANGE PASSWORD
 - 3.4.5. PASSWORD SUCCESSFULLY CHANGED will appear
 - 3.4.6. Click SIGN OUT
 - 3.4.7. Sign in again with User ID and new Password



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3.5. Click GRADES tab on the menu to view Components, Department and Report Card

3.5.1. Click COMPONENTS to view components of the different subjects

3.5.2. Click DEPARTMENT to view the department components given by the different teachers in each subject.

3.5.3. Click REPORT CARD tab to download the report card.

3.5.4. Click the downloaded report card in pdf format to view the subject grades, student activities, department, honors, and attendance of your children

3.5.5. If Dialog box will appear, click OPEN WITH, click OK; then, view report card

3.5.6. If using Ipad

3.5.6.1. Tap the screen twice

3.5.6.2. Dialog box will appear below the address bar or at the bottom of the screen

3.5.6.3. Click OPEN IN

3.5.6.4. Click ADOBE ACROBAT

3.5.6.5. View report card

3.5.7. Click SIGN OUT

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.

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.

3.8. Should you wish to have a printed copy of the first to third 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 it to jhs@jca.edu.ph. First request of the report card for the whole school year will be free, succeeding requests will be charged P 177.00 per copy.

3.9. Kindly email the Junior High School Department at jhs@jca.edu.ph should there be any error in the report card. Thank you for bringing the error(s) to our attention.

May the Lord continue to grant us peace and joy amidst the uncertainties we are facing. Thank you and God bless.