

基立学院

JUBILEE CHRISTIAN ACADEMY

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

DATE : January 18, 2021

TO : PARENTS / GUARDIANS OF GRADE 11 AND 12

FROM :  MRS. NANCY R. RAMOS
Principal, Senior High School (SHS) Department

SUBJECT : **SECOND QUARTER REPORT CARD VIEWING, SY 2020-2021**

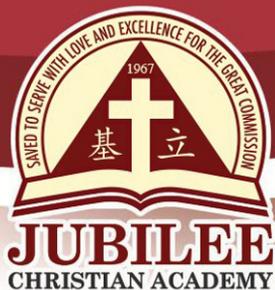
Greetings in the name of our Lord and Saviour Jesus Christ!

We praise and glorify the Lord for the successful culmination of the 1st Semester. We pray for His continuous provisions and guidance for the rest of S.Y. 2020-2021.

The Second Quarter report card viewing is scheduled on Wednesday, January 20, 2021, 3:00 PM.

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

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.
2. For better grade viewing experience:
 - 2.1 Use desktop computer, laptop, or Android table phone with pdf reader (e.g., Adobe Reader); use iPad with Adobe Reader
 - 2.2 Use any web browser except Internet Explorer



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2.3 Avoid multiple simultaneous access of your student's account as to not congest the system.

3. Please see procedures below:

3.1 Go to www.jca.edu.ph

3.2 Look for BE A JUBILEAN, the 4th menu or option at the lower right side of the webpage.

3.3 Click STUDENT PORTAL

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

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

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

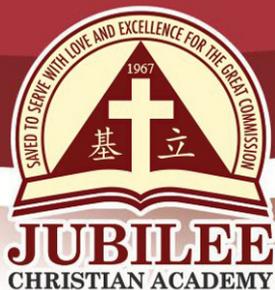
3.5.1 Click COMPONENTS to view components of the different subjects.

3.5.2 Click DEPARTMENT to view the department components given by the different teachers in each subject. Department is viewable only at the end of the quarter.

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.

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



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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

1.3.5.7 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 second 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 shs@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.
4. Kindly email the student's subject teacher Senior High School Department at shs@jca.edu.ph should you notice any error in the report card.

Please be guided accordingly. Thank you