



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

DATE : JANUARY 15, 2021  
TO : PARENTS / GUARDIANS OF GRADES 1 TO 6  
FROM : MRS. LORNA B. YAN  
Principal, Elementary Department  
SUBJECT : SECOND QUARTER REPORT CARD VIEWING, SY 2020-2021

---

A pleasant day to you.

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

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 child'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 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 child's accounts so as not to congest the system
3. Please see procedures below:
  - 3.1 Go to [www.jca.edu.ph](http://www.jca.edu.ph)
  - 3.2 Click BE A JUBILEAN in the menu at the lower part 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; refer to September 12, 2019 circular on Online Grade Viewing

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, department, honors and attendance of your child

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 second quarter report card, you may download the Printed Report Card Request Form from the department's downloadable forms at [www.jca.edu.ph](http://www.jca.edu.ph) and email to [elem@jca.edu.ph](mailto:elem@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 or the Elementary Department at [elem@jca.edu.ph](mailto:elem@jca.edu.ph) should there be any concern with the student's grades.

Thank you!