

基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : MARCH 17, 2021

TO : PARENTS / GUARDIANS OF GRADES 7 TO 10

FROM : *frances*
FRANCES REA R. GAZA
Principal, Junior High School Department

SUBJECT : 1. THIRD QUARTER REPORT CARD VIEWING
2. DISTRIBUTION OF WARNING LETTER
3. MONTHLY STUDENT-TEACHER CONFERENCE (STC) AND PARENT-TEACHER CONFERENCE (PTC)
4. PARENTS-PRINCIPAL CONFERENCE (PPC)

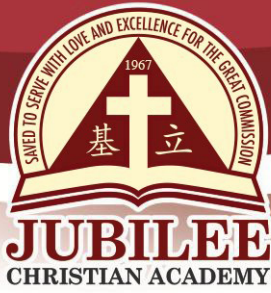
Greetings in the name of our Lord Jesus Christ!

We thank the Lord for His guidance and provisions for everyone in the Third Quarter. We pray that the Lord will continue to guide and shower everyone His blessing as we go through the remaining quarters of the school year.

THIRD QUARTER REPORT CARD VIEWING

The Third Quarter report card viewing is scheduled on **Wednesday, March 24, 2021, 3:00 PM**. 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 Beriña 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



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- 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.
 - 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.

DISTRIBUTION OF WARNING LETTER

Warning letters on Transfer, Probation, Possible Summer, Retention and other causes will be distributed also to selected students on **Thursday, March 25, 2021**. The warning letter in digital copy (PDF) shall be sent to the registered parent e-mail through the Class Adviser of the student.

Parents are requested to acknowledge receipt of the digital copy of the warning letter. A hard copy shall be furnished to students and parents concerned once classes resume.

Your fullest cooperation on this is appreciated greatly.



MONTHLY STUDENT-TEACHER CONFERENCE (STC) AND PARENT-TEACHER CONFERENCE (PTC)

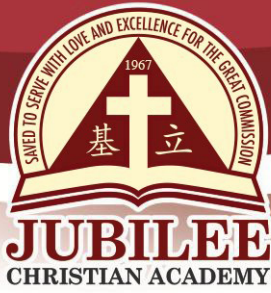
The Monthly STC and PTC, is moved to **Tuesday, March 30, 2021**. These are important opportunities for students and parents to discuss with teachers the 1) academic progress, 2) deportment, and 3) enrichment or intervention strategies to support students. Through the STC and PTC, we may arrive at effective measures to support students' development. Please see procedures for setting an appointment and attending the consultation time. Student dismissal on STC and PTC day for Grades 7 to 10 is at 10:30 AM.

1. Enlist for the STC / PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from Monday, March 22 to 26, 2021, until 3:00 PM. Students and / or Parents or Guardians may sign up for consultation. You may select from the given time slots below:

STC	PTC	
11:00 - 11:10 AM	1:00 - 1:10 PM	2:01 - 2:10 PM
11:11 - 11:20 AM	1:11 - 1:20 PM	2:11 - 2:20 PM
11:21 - 11:30 AM	1:21 - 1:30 PM	2:21 - 2:30 PM
11:31 - 11:40 AM	1:31 - 1:40 PM	2:31 - 2:40 PM
11:41 - 11:50 AM	1:41 - 1:50 PM	2:41 - 2:50 PM
11:51 - 12:00 PM	1:51 - 2:00 PM	2:51 - 3:00 PM

2. Due to time constraints, student, parent, or guardian will be allowed to consult at most two (2) subjects to accommodate more individuals.
3. Schedule for consultation is on a first-sign-up, first-served basis.
4. After the enlistment period, the Subject Teacher will email the student / parent / guardian the consultation time and the Meet link.
5. Student / Parent / Guardian is expected to log in the Meet link on the scheduled consultation time.
6. All consultations will be conducted via Google Meet and will run for 10 minutes. Should student / parent / guardian need more time to confer with the subject teacher, an appointment for the following week may be scheduled via the department.
7. If parents cannot be accommodated on the consultation day, student, parent, or guardian may be scheduled the following week during the teacher's available time.
8. All consultations will be recorded for reference purposes.

Aside from the designated STC and PTC days, students / parents / guardians are also welcome to consult by emailing the subject teacher/s, class advisers, or any of the school administrators. Please allow for reply to be sent within 5 days.



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PARENTS-PRINCIPAL CONFERENCE (PPC)

To continue reaching out to parents to clear their concerns on online learning and other school matters, the Parents-Principal Conference (PPC) is on **Tuesday, March 30, 2021**, during the Student-Teacher Conference (STC) and Parent-Teacher Conference (PTC).

Should you be interested to join, please enlist in the Google Form below until Friday, March 26, 2021, 3:00 PM. Only those who have registered will be given the Meeting Link through email.

Grade Level	Time	Sign Up Form Link
Grades 7 & 8	9:30 – 10:30 AM	Grades 7 & 8 Sign Up Form
Grades 9 & 10	11:00 AM – 12:00 NN	Grades 9 & 10 Sign Up Form

A maximum of 250 parents can join. The session will be recorded so that in case you cannot attend it, you can access the recording. Simply email jhs@jca.edu.ph to request to view the recording. Viewing will be available from March 31 to April 6, 2021.

For a more productive PPC, we request parents to conduct themselves with proper decorum; failure to do so would merit a PPC reset or cancellation.

We look forward to meeting with you in the upcoming STC, PTC, and PPC to further build our strong partnership, and together we can continue to find ways to work together to ensure your child's success.

Thank you and God bless.