

基立學院 JUBILEE CHRISTIAN ACADEMY

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

DATE : March 18, 2021
TO : PARENTS / GUARDIANS OF GRADE 11 AND 12

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

SUBJECT :
1. **3rd Quarter Report Card Viewing, S.Y. 2020-2021**
2. **Distribution of Warning Letters, S.Y. 2020-2021**
3. **Student-Teacher Conference (STC) and Parent-Teacher Conference (PTC)**
4. **Principal-Parent Conference (PPC)**

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

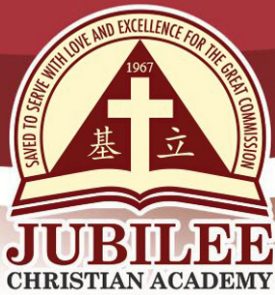
1. 3rd Quarter Report Card Viewing, SY 2020-2021

The Third Quarter report card viewing is scheduled on Wednesday, March 24, 2021, 3:00 PM. Please read the following procedures to guide you in viewing your student's report card.

1.1 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.

1.2 For better grade viewing experience:

- 1.2.1 Use desktop computer, laptop, or Android table phone with pdf reader (e.g., Adobe Reader); use iPad with Adobe Reader
- 1.2.2 Use any web browser except Internet Explorer
- 1.2.3 Avoid multiple simultaneous access of your student's account as to not congest the system.

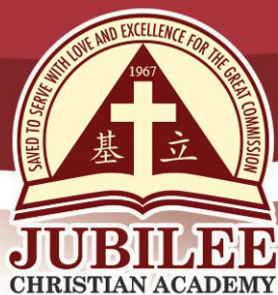


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1.3 Please see procedures below:

- 1.3.1 Go to www.jca.edu.ph
- 1.3.2 Look for BE A JUBILEAN, the 4th menu or option at the lower right side of the webpage.
- 1.3.3. Click STUDENT PORTAL
- 1.3.4 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
 - 1.3.4.1 Type old password
 - 1.3.4.2 Type new password
 - 1.3.4.3 Type new password again to confirm password
 - 1.3.4.4 Click CHANGE PASSWORD
 - 1.3.4.5 PASSWORD SUCCESSFULLY CHANGED will appear
 - 1.3.4.6 Click SIGN OUT
 - 1.3.4.7 Sign in again with User ID and new Password
- 1.3.5 Click GRADES tab on the menu to view Components, Department and Report Card
 - 1.3.5.1 Click COMPONENTS to view components of the different subjects.
 - 1.3.5.2 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.
 - 1.3.5.3 Click REPORT CARD tab to download the report card
 - 1.3.5.4. Click the downloaded report card in pdf format to view the subject grades, student activities, department, honors and attendance.
 - 1.3.5.5 If Dialog box will appear, click OPEN WITH, click OK; then, view report card



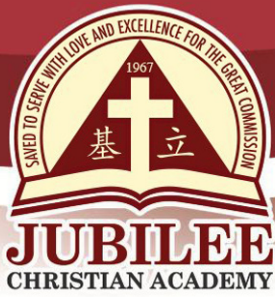
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1.3.6 If using Ipad

- 1.3.6.1 Tap the screen twice
- 1.3.6.2 Dialog box will appear below the address bar or at the bottom of the screen
- 1.3.6.3 Click OPEN IN
- 1.3.6.4 Click ADOBE ACROBAT
- 1.3.6.5 View report card
- 1.3.6.6 Click SIGN OUT

- 1.4 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.
- 1.5 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.
- 1.6 Should you wish to have a printed copy of the 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 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.
- 1.7 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.



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2. Distribution of Warning Letters, S.Y. 2020-2021

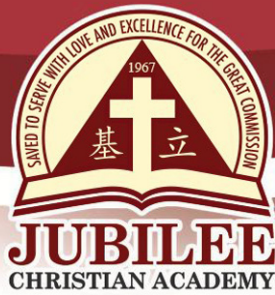
Warning letters on Transfer, Probation, Possible Summer, Retention and other causes will be distributed also to selected students on Thursday, March 25, 2021. The warning letter in digital copy (PDF) shall be sent to the registered parent e-mail through the Class Adviser of the student. Parents are requested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

3. Student-Teacher Conference (STC) and Parent-Teacher Conference (PTC)

To further extend the lines of communication among students, parents, and teachers, a Monthly Student-Teacher Conference (STC) and Parent-Teacher Conference (PTC) will be held on Tuesday, March 30, 2021, and every fourth (4th) Thursday of the month in succeeding months, from 11:00 AM - 12:00 PM and 1: PM - 3:00 PM.

The Monthly STC and PTC 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. Kindly take note of the student dismissal on the STC and PTC day:

Grades 11 and 12 : 10:25 AM



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3.1 Please see procedures below for setting an appointment and attending the consultation time:

3.1.1. Enlist for the STC / PTC by emailing the Subject Teacher via his / her official JCA email and indicating your preferred time slot from March 22, 2021 to March 26, 2020, 12:00 NN. You may select from the given time slot 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 |

3.1.2 PS to G3. - Parents may sign up consultation

3.1.3 G4 to G12 - Students and / or Parents or Guardians may sign up for consultation

3.1.4 Due to time constraints, student, parent, or guardian will be allowed to consult at most two (2) subjects to accommodate more individuals.

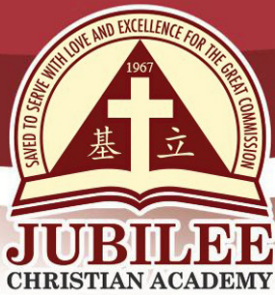
3.1.5 Schedule for consultation is on a first-sign-up, first-served basis.

3.1.6 After the enlistment period, the Subject Teacher will email the student / parent / guardian the consultation time and the Meet link.

3.1.7 Student / Parent / Guardian is expected to log in the Meet link sent via email on the scheduled consultation time.

3.1.8 All consultations will be conducted via Google Meet and will run for 10 minutes.

3.1.9 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.



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3.1.10 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.

3.1.11 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.

4. Principal-Parent Conference (PPC)

In our desire to continue reaching out to parents to clear their concerns on online learning and other school matters, there will be an online Parents-Principal Conference (PPC) on March 30, 2021 during the Parent-Teacher Conference (PTC). Should you be interested to join, please fill in the Google Form below by Friday, March 26, 2021. Only those who have registered will be given the Google Meet Link through email.

| Grade Level | Time | Sign Up Form Link |
|----------------|----------------|------------------------------|
| Grades 11 & 12 | 8:00 – 9:00 AM | SHS 3rdQ PPC |

A maximum of 250 parents can join per session. Each session will be recorded so that in case you cannot attend it, you can access the recording. You may email shs@jca.edu.ph to request to view the recording. Viewing will be available from April 1 to 7, 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.

It is our joy to hear from you and work together with you to help our students succeed in their online learning.

Please be guided accordingly. Thank you