



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 1 TO 6

FROM : Mrs. LORNA B. YAN
Principal, Elementary Department

SUBJECT : 1. THIRD QUARTER REPORT CARD VIEWING
2. DISTRIBUTION OF WARNING LETTERS
3. NO CLASSES, MARCH 24 EDUTECH PHILIPPINES VIRTUAL FESTIVAL

A pleasant day to all.

Please be guided by the following items.

1. THIRD QUARTER REPORT CARD VIEWING

The third quarter of School Year 2020 – 2021 is over. Third Quarter report card viewing is scheduled on **March 24, 2021, Wednesday, 3:00 PM.**

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

- 1.1 Students with outstanding balance and / or documents cannot view their 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 tablet / 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 children's accounts so as not to congest the system
- 1.3 Please see procedures below:
 - 1.3.1 Go to www.jca.edu.ph
 - 1.3.2 Click BE A JUBILEAN in the menu at the lower part of the webpage
 - 1.3.3 Click STUDENT PORTAL
 - 1.3.4 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
 - 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; refer to September 13, 2019 circular on Online Grade Viewing
 - 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, department, honors and attendance of your child
 - 1.3.5.5 If Dialog box will appear, click OPEN WITH, click OK; then, view report card
 - 1.3.5.6 If using Ipad
 - 1.3.5.6.1 Tap the screen twice
 - 1.3.5.6.2 Dialog box will appear below the address bar or at the bottom of the screen
 - 1.3.5.6.3 Click OPEN IN
 - 1.3.5.6.4 Click ADOBE ACROBAT
 - 1.3.5.6.5 View report card
 - 1.3.5.7 Click SIGN OUT
- 1.3.6 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.
- 1.3.7 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.
- 1.3.8 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 it to elem@jca.edu.ph. First request of the report card for the whole school year will be free, succeeding requests will be charged Php 177.00 per copy.

Kindly email the student's subject teacher or the Elementary Department at elem@jca.edu.ph should there be any concern on the student's grades.

2. 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.

3. NO CLASSES, MARCH 24 EDUTECH PHILIPPINES VIRTUAL FESTIVAL

Jubilee Christian Academy is committed in providing training to develop its Personnel in the areas of JCA Culture, personal interest, professional competence, character development and spiritual growth. This is to inspire its Personnel to pursue holistic and balance student development.

With this, the School will call off classes on **March 24, 2021** for JCA personnel to attend the Edutech Philippines Virtual Festival. The topics will focus on new insights, latest education technologies, and teaching best practices for K-12 and Higher Education.

The Monthly Parent-Teacher Conference (PTC), Student- Teacher Conference (STC), and Parent-Principal Conference (PPC) scheduled on Thursday, March 25, 2021 will be moved to Monday, March 29, 2021.

March 25, 2021, Thursday, will be a regular class day.

Let us all marvel in the joy of learning together for the betterment of our School as our service to our Lord and Savior Jesus Christ.

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

Thank you and God bless.