



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : May 5, 2021

TO : PARENTS / GUARDIANS OF GRADES 1 TO 6

FROM :   
MRS. CAROL B. SEMING  
Registrar

SUBJECT: YEAR-END REGISTRAR MATTERS, SCHOOL YEAR (SY) 2020-2021

---

A pleasant day in the name of our Lord Jesus Christ!

Praise the Lord for His protection and provision for the Jubilee Christian Academy (JCA) community during this pandemic. May the Lord continue to sustain everyone as we move towards the end of the school year.

New student admission, SY 2021-2022 is still ongoing.

Please be guided by the following year-end registrar matters :

## 1. CLEARANCE REQUIREMENTS

- 1.1 The Academic Office of your child will email your child if he / she has outstanding obligations (e.g., documents) by May 17, 2021.
- 1.2 Settle obligations as well as apply for requested documents (e.g., certification, Intent to Transfer, Recommendation Letter, signed report card) at the following offices on May 17-26, 2021, 8:30-11:30 am. The Offices can be reached through phone calls or email.

E. Rodriguez Campus, tel. nos. 8294-0853 to 55

Elementary Office	-	local 800; <a href="mailto:elem@jca.edu.ph">elem@jca.edu.ph</a> Temporary office at Student Activities Office, E Rodriguez
Junior High School	-	local 500; <a href="mailto:jhs@jca.edu.ph">jhs@jca.edu.ph</a>
Preschool	-	local 600; <a href="mailto:ps@jca.edu.ph">ps@jca.edu.ph</a>
Senior High School	-	local 500; <a href="mailto:shs@jca.edu.ph">shs@jca.edu.ph</a>



- 1.3 Settling all school obligations (e.g., finance, academic) is needed to view report card and get requested documents.

## 2. TRANSFER REQUIREMENTS

- 2.1 Download the INTENT TO TRANSFER form from the department webpage “Downloadable Forms” at [www.jca.edu.ph](http://www.jca.edu.ph). Email the accomplished form to the department email address.
- 2.2 Issuance of Recommendation Letter and / or Signed Report Card
  - 2.2.1 Download the SCHOOL DOCUMENTS REQUEST form from the department webpage “Downloadable Forms” at [www.jca.edu.ph](http://www.jca.edu.ph).
  - 2.2.2 Email the accomplished form to the department email address
  - 2.2.3 Requested documents will be released on June 10-11 and June 21-22, 2021

## 3. RECOGNITION AND GRADUATION MATERIALS

- 3.1 Due to the difficulty of printing and preparing the quarterly and year-end certificates, e-certificates will be issued through the student’s email. Printed copy can be requested through the department office if needed. First copy is free; subsequent copies will be charged.
- 3.2 Recognition and graduation materials (e.g., report card, diploma, medals) will be released on the scheduled pick-up of learning materials (e.g., books, school supplies) purchased during enrollment. Circular will be released on this matter.
- 3.3 Grade 12 students and students who are transferring to another school, may pick them up on June 9, 1:00-3:00 pm and on June 10-11 and 21-22, 2021, 8:30-11:00 am.

## 4. PICK-UP GUIDELINES ON JUNE 9 - 11, 21 -22, 2021

Arrange for pick up of the requested documents at the above-cited offices during the indicated time. Please see procedures below:

- 4.1 Click [HERE](#) to register before visiting the school.
- 4.2 Parking is available at the F. Manalo Open Parking if F. Manalo one-side parking is full.
- 4.3 Use the F. Manalo Gate for entry and exit.



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

- 4.4 Everyone is required to wear mask and face shield. Provide your own mask/shield. NO MASK, NO FACE SHIELD, NO ENTRY.
- 4.5 Temperature scan will be done upon entering the gate. Visitors with 37.5 and above temperature will not be allowed to enter the School.
- 4.6 Step on the foot bath.
- 4.7 Apply alcohol on hands.
- 4.8 Maintain social distancing.
- 4.9 Indicate personal information as requested (e.g., name and contact number).
- 4.10 Proceed to your child's Department Office.

Thank you for your cooperation.

