



St. Scholastica's College  
Manila

*Benedictine Stewardship: We Care  
An Expression of Faith, Hope and Love*

*Scholasticans' Response to the Year of the Poor and the Jubilee Year of Mercy*

Level III PAASCU Accredited  
Junior High School Unit

**Circular No. \_\_\_\_\_ Series of 2016**

*Office of the Assistant Principal*

**RE: QUARTER 2 ONLINE VIEWING OF GRADES and GRADE CONSULTATION**

November 8, 2016

Dear Junior High School Parents,

Greetings of Peace! Please be guided by the following:

**1. IN LOVING MEMORY OF MOTHER ANGELICA LEVISTE, OSB**

We enjoin all members of the Scholastican community to pray for the repose of the soul of Mo. Angelica. She served as the president of SSC Manila in SY 1991-1997 and SY 2005 – 2011. Her remains lie in front of the altar of our Lady in our School Chapel. There will be a funeral mass on **November 10, 9:00 am** to be followed by her interment at the Manila Memorial Park in Paranaque City. To better accommodate the large volume of guests who are expected to be in SSC Manila, **we are cancelling classes on November 10 (Thursday). Classes will resume on November 11 (Friday).**

**2. ONLINE VIEWING OF GRADES**

- **Viewing of Grades** – Quarter 2 grades can be viewed from November 14 – 25, 2016. Please note that grades cannot be viewed beyond November 25.
- **Accessing the Grades** – You will receive an email from our ICTO Department starting today, November 8. The email will provide you with your daughter's MyISIS portal account (both username and password) and the instructions on how to view and print the grades. If you do not receive any email from the ICTO during the week, kindly call the JHS Office at 567-7686 loc 396, so we can re-send you the email.
- **Printing of Grades** – You have an option to print your daughter's grades. From your browser, click 'File' on the menu then select 'Print' or use the shortcut key CTRL+P.
- **Unsettled Accounts** – Before the online viewing, we encourage you to settle your remaining balance at the Business Office. For unsettled accounts, you will not be able to view the grades of your daughter; a message will appear on your computer screen instructing you to proceed to the Business Office. Once you have settled your account, you can immediately view your daughter's grades.
- **Help Desk (Request for Print-out of Grades, Username, and Password)** – Ms. Juliet Viray will be the overall in-charge of your grade-related requests. For print-out of grades, username and password requests, you need to write a formal letter of request to the Assistant Principal, Ms. Jonna Marie A. Lim. You can also ask your daughter for the username and password. The online viewing of grades uses the your daughter's MyISIS account.

3. **GRADE CONSULTATION DAY on November 18 (2:30 – 6:00 pm)** - Please take note of the Grade Consultation schedule on November 18, Friday. You are also encouraged to set an appointment with the subject teachers on or before November 18. Please call the JHS Office for your preferred appointment schedule.

Subject Area	Room Assignment	Subject Area Coordinator
English	203	Mrs. Nuguid
Math	205	Mr. Agao
Science	207	Ms. Sombilon
Araling Panlipunan	210	Mrs. Espina
Filipino	211	Mrs. Castroñero
CLE	201	Mr. Geneta
TLE		Ms. Lim
MAPEH		Ms. Magbanua

*Note: All clarifications regarding the grades of your daughter for the quarter must be raised to the subject teacher concerned during the Grade Consultation day. Concerns that will be raised after this day will be considered moot and academic.*

4. **QUARTER 3 LONG TEST ADJUSTMENTS** –Given that the 3<sup>rd</sup> quarter has lesser number of weeks compared to the other quarters, we have decided to move the Long Test week to November 14 – 18 to include more competencies in the Long Test. For the 3<sup>rd</sup> quarter of this SY, the subject areas are only required to administer one (1) Academic Long Test, and they have an option to provide creative long tests, performance based-assessments and/or unit tests that will counted as part of their Long Test grade.
5. **RELEASE OF COMMUNICATION ON PROBABLE FAILURES** – We have scheduled our grade deliberations this week. Please expect that the communication from the AP Office on students with probable failures will be released on November 16, Wednesday.

Should you have any queries, you may contact the undersigned at 567-7686 local 396 – 397.

**THAT IN ALL THINGS, GOD MAY BE GLORIFIED!**

In St. Benedict and St. Scholastica,

**JONNA MARIE A. LIM**  
*Assistant Principal/OIC JHS Unit*

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**REPLY SLIP**

I have received and noted the contents of the November 8, 2016 Circular No. \_\_\_\_ Series of 2016 on **QUARTER 2 ONLINE VIEWING OF GRADES and GRADE CONSULTATION** from the Office of the Asst. Principal.

\_\_\_\_\_  
 Name/Grade/Section of Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature over printed name of parents/guardian

This reply slip must be submitted to the class adviser on or before **November 14, 2016.**