



School Theme
2017-2018



St. Scholastica's College
Manila

Building Community in Christ, with Creation and for our Country

Junior High School Unit
PAASCU Level III

Circular No. 32 Series of 2017

Office of the Academic Coordinator

**Re: Release of CEM Test Results, Online Viewing of Grades, Grade Consultation
and Start of School Year 2018-2019**

25 September 2017

Dear Parents,

Greetings with the Peace of Christ!

Please be guided on the following schedules and reminders:

1. RELEASE of CEM TEST RESULTS

The CEM Test Results will be released to your daughters starting next week. Their respective teachers in Math, Science and English will be discussing with them their individual performance based on the content area, cognitive skill and learning competencies. Please do take note that the given test last July 6 is a **Pre-Test**, which measures the competencies they must attain by the end of the school year. With the test results, the teachers are also making adjustments in their classes to address the competencies the class needs most. We hope that you also assist your daughters in also keeping track of and attending to the needed learning competencies. By the end of the school year, they will take the same test, afterwards a comparison of their Pre-test and Post Test scores will be released. Hopefully, the results from this standardized test may help your daughters in being more ready for the coming school year.

2. ONLINE VIEWING of GRADES

As mentioned in the school's orientations, the grades of your daughters can be viewed online on specified dates per quarter. For the Grade 7 and new students, you will receive an email from our ICT Office starting today. 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 ICT Office until September 29 (Friday), kindly call the JHS Office at 567-7686 loc 3396, so that we can re-send you the email.

To view your daughter's grades online, please follow the steps below:

Step 1: Go to **ssc.edu.ph**

Step 2: Scroll down the page and click the My ISIS icon located at the bottom right portion of the page.

Step 3: Click Login link and the Login Page will appear.

Step 4: Enter the Username and password sent to you via email from our ICTO.

Step 5: Click Online Grade in the Menu Options.

*Note: Grades can only be viewed online on **October 9 – 13**. Printed grades will only be released for the 4th quarter.*

- **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. Florence Bola 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 OIC, Academic Coordinator, Mrs. Yasmin Fides R. Nuguid.

3. GRADE CONSULTATION on October 13 (3- 6 PM)

Subject Area	Room Assignment	Subject Area Coordinator
English	203	Ms. Alata
Math	205	Mrs. Nuguid
Science	207	Mr. Javier
Araling Panlipunan	209	Mrs. Espina
Filipino	210	Mrs. Castroñero
CLE	201	Mr. Geneta
TLE		Ms. Cunan
MAPEH		Ms. Magbanua

For the **GRADE CONSULTATION**, you may set an appointment with the subject teacher even before the Online Viewing or Grade Consultation day. We highly encourage you as well to come during the Grade Consultation to personally discuss with the subject teachers your daughter’s progress. 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. SCHOOL YEAR 2018-2019

Please be informed that the school will officially start on August for school year 2018-2019.

Should you have any queries, you may contact the undersigned at 567-7686 local 3396 – 3397.

Thank you very much and we look forward to your steadfast support in all our endeavors.

THAT IN ALL THINGS, GOD MAY BE GLORIFIED!

In St. Benedict and St. Scholastica,


Mrs. Yasmin Fides R. Nuguid
OIC, Academic Coordinator

Noted and Approved by:


Ms. Jonna Marie A. Lim
OIC, Principal

REPLY SLIP

I have received and noted the contents of the September 25, 2017 Circular No. **32** Series of 2017 on **Revised Quarter 1 Exams Schedule, Online Viewing of Grades and Grade Consultation** from the Office of the Academic Coordinator.

 Name of Student Grade/Section Signature over printed name of parents/guardian Date

*This reply slip must be submitted to the class adviser on or before **September 28, 2017**.*