



St. Clare College

MISSION

To provide quality and excellent global education for the total development of a responsible, innovative, skillful and professional global workforce whose values and dignity are beyond par.

VISION

To become the leading institution for professional development and the first and foremost provider of quality, affordable and sustainable development education.

GUIDELINES FOR THE RELEASING OF GRADES

Tertiary | Academic Year 2022-2023 2nd semester

STEP 1: CHECKING

- 1.1 Ensure that the student's clearance form is duly signed by the specific offices. For 1st and 2nd-year college students, the clearance should be signed by the Accounting & Department Heads office. For 3rd and 4th-year students, the clearance form must be signed by all relevant offices.
- 1.2 Verify the registration form for the second semester of SY 2022-2023.
- 1.3 Cross-check the student's name on the scheduler list for the day of grade releasing.

STEP 2: RELEASING OF CURRICULUM GUIDE

- 2.1 Confirm if the student has a Curriculum Guide (CG). If the student possesses a CG, proceed with inputting the grades. If the student doesn't have a copy, provide a new CG.
- 2.2 Sign all the subjects and grades that you input on the CG before releasing it to the students. Ensure that the students acknowledge all the grades written in the CG by signing it as well.

STEP 3: ENLISTING & PHOTOCOPY

- 3.1 Instruct the student to endorse their clearance form and registration form to the assigned personnel responsible for photocopying the CG.
- 3.2 The photocopy of the CG should be submitted to the department head. The student can then retrieve their clearance and registration forms after submitting the photocopy of his/her CG.
- 3.3 Make sure that the student signs the acknowledgement list to confirm receipt of the grades.

Note: These guidelines are designed to ensure a systematic and accountable process for releasing grades. They prioritize the completion of necessary clearance, accuracy in updating the Curriculum Guide, obtaining signatures, and maintaining proper records for efficient tracking and documentation.



THE SCHOOL OF LIFE SKILLS

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