



MANRESA SCHOOL

Hijas de Jesus

Candida Maria St., BF Homes, Parañaque City

Tel. No. (02) 8842-9918

info@manresaschool.edu.ph

PAASCU Accredited

Online Viewing of Report Cards

1. Parents/Guardians of Grades 4-12 students will receive a digital copy of their child's report card through the Genyo portal.

* Please send us an email at info@manresaschool.edu.ph if you cannot access the Genyo account of your child.

Subject: CARD Request for <child's_family_name> , <child's_given_name>

Content: Child's level and section, Name of Requestor, requestor's relationship with the child

2. Report cards can be viewed in Genyo on **May 4, 2020**.
3. Parents/Guardians of Nursery 1 to Grade 3 pupils may open the given [LINK](#) to request for their child's report card.
4. They fill out the given form by providing:
 - a. Child's name;
 - b. Requestor's name; and
 - c. Requestor's email address and mobile number.
5. The child's report card shall be sent to the requestor's email within 24 hours. A text notification shall be sent once the report card has been sent.
6. Those who will not receive their child's report card within the given time may send us an email at

info@manresaschool.edu.ph

Subject: CARD Request for <child's_family_name> , <child's_given_name>

Content: Child's level and section, Name of Requestor, requestor's relationship with the child

** Those with unsettled accounts can view their report cards after a communication has been made with the Treasurer's Office. You may Contact the Treasurer's Office at 8842-9918 loc. 103 from 8:30-11:30 am, 1:30- 4:00 pm, Monday-Friday (except holidays).*

Other important information:

1. Claiming of the physical report cards will be scheduled after the community quarantine has been lifted.
2. MSNEWS" is the official sender's name used for our Infocast text broadcast system. Manresa School will NEVER communicate with parents regarding enrollment using any number or name.