Useful Information for KIS MS Life

1. I lost my ID and Password for KIS guidance webpage (Powerschool).
   Contact MS Principal's Office : 031-724-5701 (mssecretary@kis.or.kr)

2. I lost my ID Card.
   1. **Freeze ID card at the KIS cafeteria**
   2. **Visit Lost and Found (1st floor of the MS building)**

3. How can I get a new ID card?
   Visit the Registrar (Business office – 1st floor of the MS building) *** Fee: 10,000 KW**

4. My Macbook doesn't work.
   Visit the IT Office (2nd floor of MS building)

5. I will be absent for couple of days.
   Get the "Extended Absence Form" from MS Principal's Office or KIS website (www.kis.or.kr) → Get your teachers' & parents' signature → Hand it in to MS Principal's Office before the first day of your absence.

6. I'm late for the school today.
   Visit the MS Principal's Office → Sign in the "Student Sign In/Out" form → Receive the Late Pass from MS Principal's Office → Show the pass to your teacher.

7. Where is the PTO Store? When is it open?
   Next to the cafeteria, opens Monday to Friday from 10:30 AM to 3:30 PM.

8. Where can I get an extra school calendar?
   Visit the KIS website (www.kis.or.kr) - download

9. I have difficulties in my school life.
   Contact Ms. Jennifer Yoo : jennifer.yoo@kis.or.kr (MS Counselor) or
   Mr. Eric Majors : eric.majors@kis.or.kr (MS Associate Principal) or
   Mr. Jim Slaid : jim.slaid@kis.or.kr (MS Principal)

10. I forgot my locker combination.
    Contact your advisory teacher or MS Principal's office.

11. Where can I get teacher's email addresses?
    Visit the KIS website (www.kis.or.kr) – "About US" → "Faculty" → "MS faculty"

12. Where can I get any help when I am sick?
    Visit the Nurse's Office (B2 of MS building, next to the cafeteria)

13. I have a question on school bus where I need to visit?
    Contact the School bus Coordinator : 031-789-0551, 031-789-0552 (bus@kis.or.kr)

14. Where can I get the text book?
    You will be visiting the Textbook Room with your teacher and classmates.

15. How many library books can I borrow a day?
    Only 5 books at once.