

August 14, 2018

Dear KIS returning families,

Welcome back to the academic year 2018/2019. We hope you and your family had a great holiday. As the new academic year 2018/2019 begins, we would like to request your cooperation on below matters regarding Student Services, Events and Activities (SEA) Department.

In this year, we are pleased to introduce SEA Online Forms portal where we're asking parents to visit the portal at <http://sea.kis.ac.th>. You will be asked to login to the portal and give your consent to participate in the electronic signature requested on all the forms. Below are explanations on the purpose of each form with deadlines

**1. Family Address Form**

We appreciate if you can provide most up-to-date information regarding you and your child's information to ensure that school communication will not be missed by filling in the enclosed Family Address Form and return it to the SEA department **no later than August 24, 2018**.

**2. Student Health Update Form**

International SOS medical service team would like to ensure that they are fully up-to-date with your child's health, therefore, we would like to request all parents to complete the form, for this academic year 2018-2019. Please kindly submit the online form as soon as possible or **no later than August 17, 2018**. As the student health form may take a while to get updated on our record, however, if your child requires immediate health attention from the school, please do not hesitate to email [kishealth@kis.ac.th](mailto:kishealth@kis.ac.th) to let us know. We are regularly updating health news on the [health blog](#).

**3. Day Trip Permission Form**

All parents are requested to give the school one-time permission for their child to participate in all day trips planned for the 2018/2019 academic year. Parents will be fully informed of each day trip details via kisleter email, closer to the date of the trip. Should parents wish their child not to participate in any particular trip, they may do so; however it is parents' responsibility to inform the school in writing of their intention regarding any trips they do not wish their child to participate in. Please submit the online form **no later than August 17, 2018**.

**4. Sports tournament and activities permission form**

At KIS, students from G2 and above are actively involved with the sports tournament and activities all year round. Therefore, in order to take students on the trips, the school must have a permission form on file which must be updated annually. Parents whose child is selected to be part of the school's sport events will be fully informed of all pertinent information, via KISLETTER email or SMSs, closer to the date of the competition. **Form due by August 17, 2018**.

**5. Primary School Dismissal Authorization**

The Dismissal Authorization will ensure the safety and well-being of our students. The Primary Dismissal Authorization 2018/2019 online form is intended for the school to know who are authorized parent(s)/guardian(s) to pick up your child. Please also indicate whether or not the smart card has been issued for that person. For security reason, **please complete this form online as soon as possible but no later than 17<sup>th</sup> August**. From today until August 17<sup>th</sup>, we will use last academic year's dismissal record. If there's an immediate change in the last year's record, please notify Khun Aim or Khun May at 0-2274-3444 ext. 1106 or 1101 ASAP.

**6. IT agreement (Primary School Only)**

Please kindly read the IT agreement letter from Ms June. After you have read and discuss KIS IT expectations with your child, both you and your child are requested to sign at the bottom of the form to acknowledge the guideline of computer use.

**7. Car Sticker and RFID Request (Optional)**

From 2018/19, we will reactivate the parking barrier for all vehicles entering school car park (located on G floor of the Arts and Design Centre building). In order to access, your vehicle will require a RFID sticker to enter automatically through the parking barrier. RFID sticker will be used throughout your child/ren's remaining at KIS. The recommended place to present the RFID sticker is on the inside of your car windshield by placing it on any side of the windscreen. Please note that certain car window films will minimize the RFID signalling strength and in this case, the RFID sticker is best to be placed on the outside of your car wind screen away from the windshield wiper swing. Vehicles entering Kesinee Ville will still require a regular KIS car sticker (self adhesive sticker with KIS logo in white on blue background – same as last year). Both KIS car sticker and RFID sticker can be requested using the online request form.

You can pick up car sticker and RFID from SEA department once the form has been submitted. The school will provide two car stickers and two RFID stickers per family free of charge. Additional KIS car stickers will be charged at the cost of Baht 50 each and additional RFID sticker will be charged at the cost of Baht 150 each.

**8. Acknowledgement of School Bus Terms and Conditions (School bus families only)**

Please read the school bus terms of service and behavioural expectation addressed on the form. Parents/Authorized guardian and the student must sign at the bottom of the form to acknowledge the bus rules and regulations. The form must be signed and submitted ASAP.

**9. Secondary School Dismissal Authorization**

The Secondary School students are given the privilege to sign themselves out at the end of the school day. However, if any students behave inappropriately, the privilege shall be revoked and parents will be asked to attend a meeting to have the privilege reinstated.

**10. Family Handbook**

Please be reminded to read our Family Handbook 2018-2019 version on the KIS web portal at KIS website ([www.kis.ac.th](http://www.kis.ac.th))>select Primary or Secondary school > Family Handbook.

Should you require more information or any assistance with SEA Online Forms, please kindly contact the SEA department by emailing [kisleter@kis.ac.th](mailto:kisleter@kis.ac.th).

Your cooperation is highly appreciated.



Manasinee Kovitgoolkri (Ja)  
SEA Director