

A silhouette of a person with a backpack stands on a hillside, looking out over a vast mountain range under a sunset sky. The scene is framed by a white L-shaped border.

Quick Guide

for

Parents and Students

## School Hours

- GSES and KJSHS Office hours are 7:30 – 4:30 Tues – Sat.
- GSES Student Hours are 8:30 – 3:30
  - GSES Lunch is 11:30 – 12:30 (K and Gr 1 are dismissed at 11:25)
  - Earliest arrival time is 8:20 and 12:20
- KJSHS Student Hours are 8:00 – 3:00
  - KJSHS Lunch is 11:25 – 12:25

## Early Dismissal Thursdays

- Students at GSES and KJSHS are dismissed at 2:15 each Thursday
- Staff have weekly Professional Development activities



## Parent Portal

- KJSHS Link: <https://www.plusportals.com/KwajaleinSchool>
- GSES Link: <https://www.plusportals.com/GSES>
  - By logging into your Parent Portal, you can view your child's grades, assignments, report cards, etc.

## School Resources

- Without logging into the Parent Portal, the following items are viewable:
  - Supply List
  - School Calendar
  - Parent Student Handbook



## Sick Child

- Contact the Administrative Assistant for your child's building within 30 minutes of school beginning.

## Contact Information

- GSES
  - Principal: Paul Uhren 5-3601 [uhrenp@kwajalein-school.com](mailto:uhrenp@kwajalein-school.com)
  - Administrative Assistant: Jennifer Hill 5-3601 [hillj@kwajalein-school.com](mailto:hillj@kwajalein-school.com)
  - Counselor: Dr. Lauren Wallach 5-5903 [wallachl@kwajalein-school.com](mailto:wallachl@kwajalein-school.com)
- KJSHS
  - Principal: Matt Gerber 5-2101 [gerberma@kwajalein-school.com](mailto:gerberma@kwajalein-school.com)
  - Administrative Assistant: Chelsea Reed 5-2101 [reedc1@kwajalein-school.com](mailto:reedc1@kwajalein-school.com)
  - Counselor: Dr. Lauren Wallach 5-2101 [wallachl@kwajalein-school.com](mailto:wallachl@kwajalein-school.com)



## Registrar

- Contact Paul Uhren [uhrenp@kwajalein-school.com](mailto:uhrenp@kwajalein-school.com)

## Transcripts/Records Requests

- Please create the request at least one week in advance of your deadline.
- If you need a paper copy, please allow up to 8 weeks for mail delivery.
- Complete this official Transcript Request Form  
<https://kwajaleinschools.org/wp-content/uploads/2021/08/Transcript-req-fillable.pdf>
- Email it to [uhrenp@kwajalein-school.com](mailto:uhrenp@kwajalein-school.com)