### Pre-register your new child (if he or she is not yet in the school) for the year 2020/2021

# **Connect to your portal:**

https://lyceehoffet.family-administration.skolengo.net

#### If you have any questions, the LFIV team remains at your disposal.

Secretariat Hadxaykhao (secondary): <a href="mailto:secretariat@lfiv.org">secretariat@lfiv.org</a>
Secretariat Thadeua (primary): <a href="mailto:secretariat.primaire@lfiv.org">secretariat.primaire@lfiv.org</a>
Accounting: <a href="mailto:gestion@lfiv.org">gestion@lfiv.org</a> and <a href="mailto:secretariatgestion@lfiv.org">secretariatgestion@lfiv.org</a>

Chief Financial Officer: daf@lfiv.org

#### When LFIV will have confirmed the re-registration, please let us have the following information:

- ✓ The number of terms requested for the payment of tuition fees
- ✓ If your child will use the shuttle (for middle and high school only)
- ✓ Parental discharge authorization duly signed
- Once your account is created, on the home page, click on the Preregistration button

### Preregistration

Schoolyear 2020-2021
 The preregistrations are open until 2020-06-30.

Preregistration

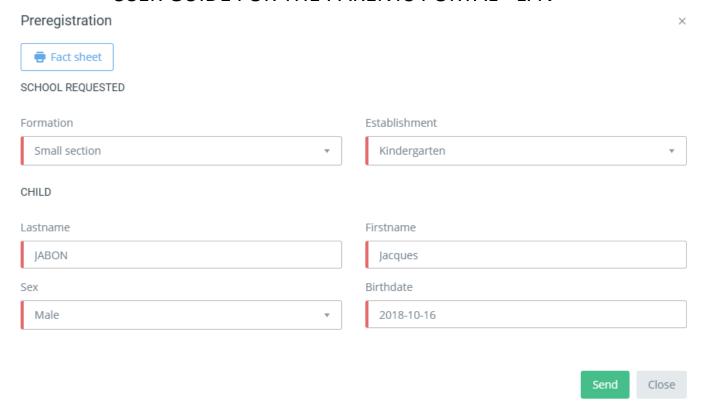
- Then click on the New Preregistration button
- Check the descriptive sheet by clicking on the button (fiche descriptive)

### Préinscription



#### Then complete the fields

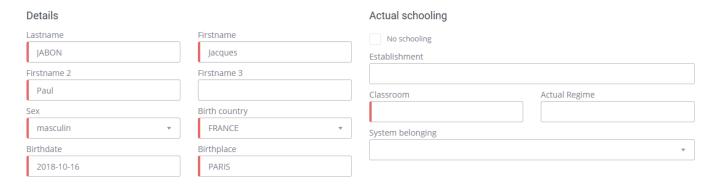
- Training: choose your child's class for the coming year from the drop-down menu.
- And enter his surname, first name, gender (male or female) and date of birth.
- Then click on Send

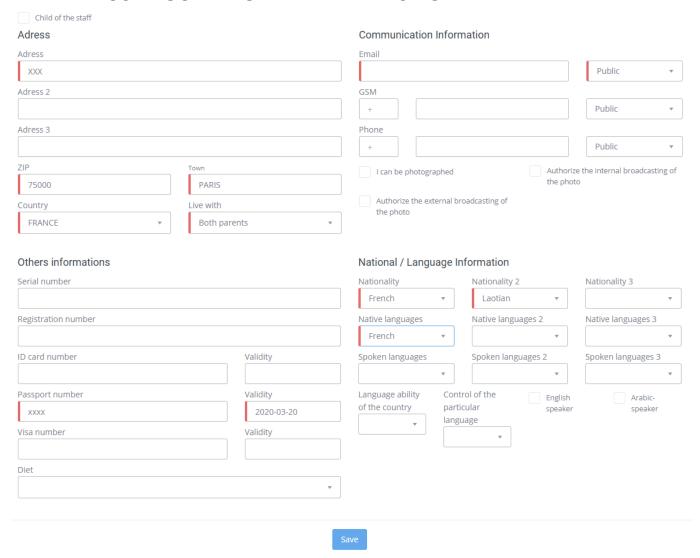


Check the financial regulation that appears and click at the bottom on accept the conditions.

Accept conditions

- Then complete your child's additional information (fields with a red dash are mandatory to validate the registration).
- If you don't know your zip code, enter 01000

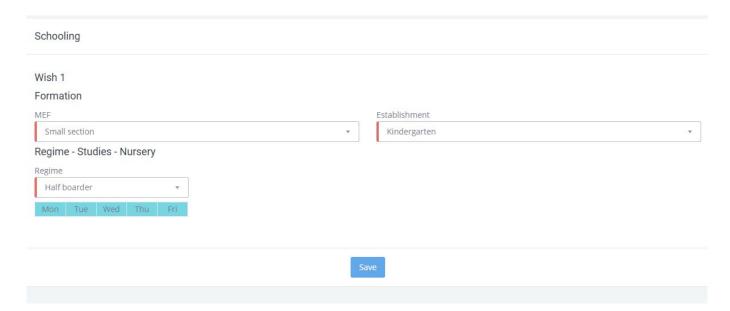




• Then click on save.

Then complete the following information for your wishes

- Schooling (formation) will be filled automatically
- Choose the requested plan: half board or outboard



- Languages: choose the language then choose beginner level or don't make any choice for non-beginners.
- Choose the option for classes concerned

### **FOR HIGH SCHOOL 12TH GRADE ONLY (Terminale)**

LV1 : English		LV1 : English Size of spo			
	□s	□м		□ XL	
Mandatory : choice of 2 speciality courses from among the following:					
☐ Mathematics					
☐ Physics chemistry					
☐ Life and earth	Life and earth sciences (SVT)				
☐ Economic and	☐ Economic and social sciences (SES)				
☐ History-geogr	aphy, geopolitic	cs and politic	al science		
☐ Humanities, Literature and Philosophy					
☐ Foreign languages, literatures and cultures					
LV2	☐ Chinese or ☐ Spanish		□ Spanish		

### FOR HIGH SCHOOL 11TH GRADE ONLY (1ère)

LV1: English		Size of sp	ortswear				
	□s	□м		□ XL			
Mandatory : cl	hoice of 3 specialit	ty courses fr	om among	the following:	Optional		
•	□ Mathematics				☐ Euro Section (only if the pupil was in Euro Section in previou		
☐ Physics chemistry			An option among the 2				
☐ Life and ear	☐ Life and earth sciences (SVT)				☐ Lao for Lao mother tongue		
☐ Economic and social sciences (SES)					☐ Plastic Arts		
☐ History-geo	graphy, geopolitic	s and politic	al science				
☐ English Lang	guages, Literatures	and Culture	!S				
LV2	☐ Chinese	0	r	☐ Spanish			

#### FOR HIGH SCHOOL 10TH GRADE ONLY (2nde)

LV1 : English	Size of sportswear			
	□S	□М		
Mandatory				
LV2	☐ Chinese	or [		☐ Spanish

#### FOR MIDDLE SCHOOL 9TH GRADE ONLY (3ème)

1 : English	Size of sportswear				
	□s	□м		□XL	
Mandatory					
LV2	☐ Chinese	C	r	☐ Spanish	
and ☐ Lao for mother tongue or ☐ Lao for beginners					

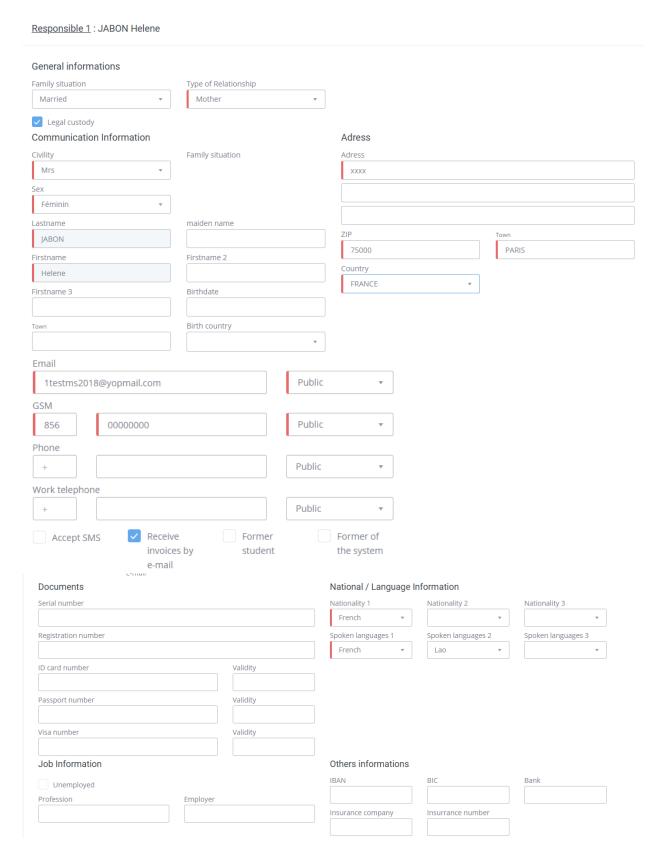
#### FOR MIDDLE SCHOOL 8TH GRADE AND 7TH GRADE ONLY (5ème et 4ème)

LV1 : English	Size of sportswear				
	□S	□М		□ XL	
Mandatory					
LV2	☐ Chinese	C	r	□ Spanish	
and ☐ Lao for mother tongue or ☐ Lao for beginners					

### FOR MIDDLE SCHOOL 6TH GRADE ONLY (6ème)

LV1 : English		Size of sportswear							
	□s	□м			□ XL				
Mandatory									
LV2	☐ Lao for mo	☐ Lao for mother tongue			for beginners				

- Then complete the information concerning the persons in charge (legal custody of the child)
  - In charge 1 : your name will be displayed
  - If you already have children in the LFIV school or pre-registered, the information will be included in the form.
  - You must click on Legal Custody



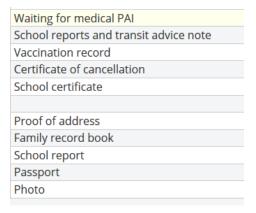
• At the bottom of the page, click on add a person in charge for the person in charge 2 and the following ones if there are any



• If you indicate only one person in charge, you will get the following message



• Then attach the requested supporting documents by clicking on "choose a file" (some documents are mandatory and others optional). Then click on send.



#### Administrative documents

\* Passport:
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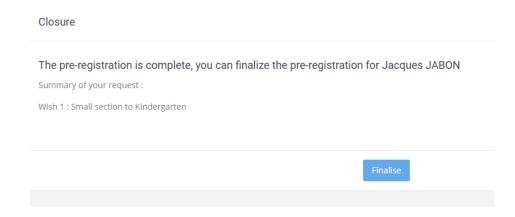
\* Waiting for medical PAI:
Choisir un fichier Aucun fichier choisi

\* School certificate:
Choisir un fichier Aucun fichier choisi

\* Proof of address:
Choisir un fichier Aucun fichier choisi

\* Your documents must not exceed 2 MB and must be in one of the following formats: PDF, JPG, JPEG, or PNG

• The following message appears, click on Finalise (otherwise pre-registration will not be taken into account).



• And at the bottom of the page, you will be able to view your current pre-registration(s). You can download the pre-registration file in pdf.

