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): secretariat@lfiv.org
Secretariat Thadeua (primary): secretariat.primaire@lfiv.org
Accounting: gestion@lfiv.org and secretariatgestion@lfiv.org

Chief Financial Officer: daf@lfiv.org

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

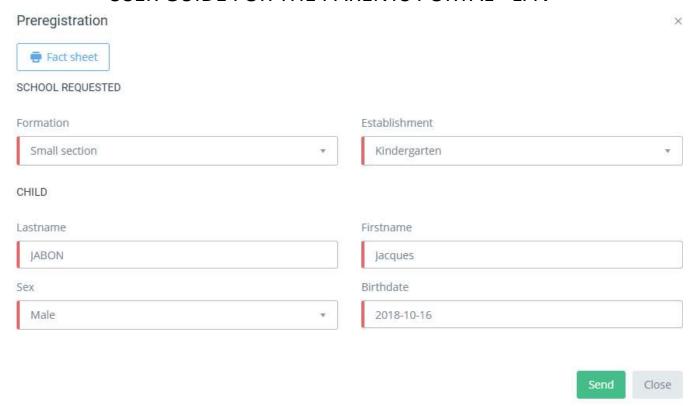
- Then click on the New Preregistration button
- Check the descriptive sheet by clicking on the button (fiche descriptive)

Préinscription



Then complete the fields

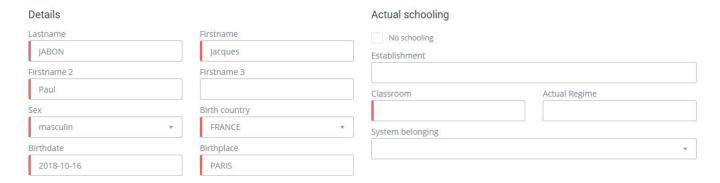
- Training: choose your child's class for the coming year from the drop-down menu.
- And enter his surname, first name, gender (male or female) and date of birth.
- Then click on Send

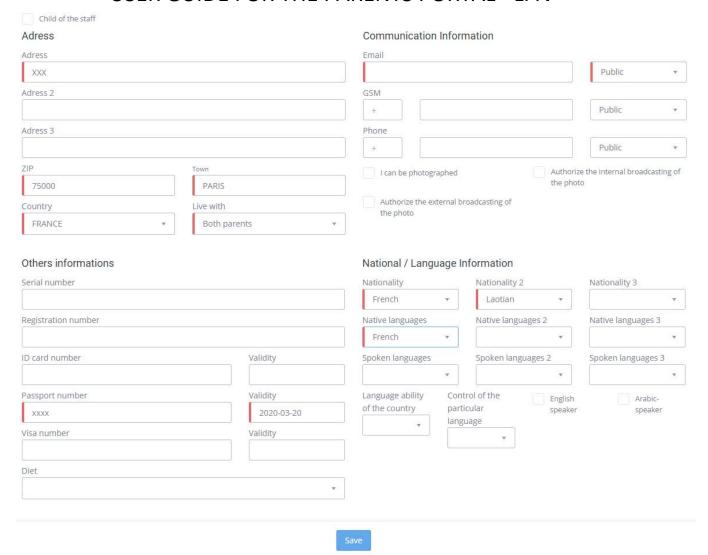


Check the financial regulation that appears and click at the bottom on accept the conditions.



- 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

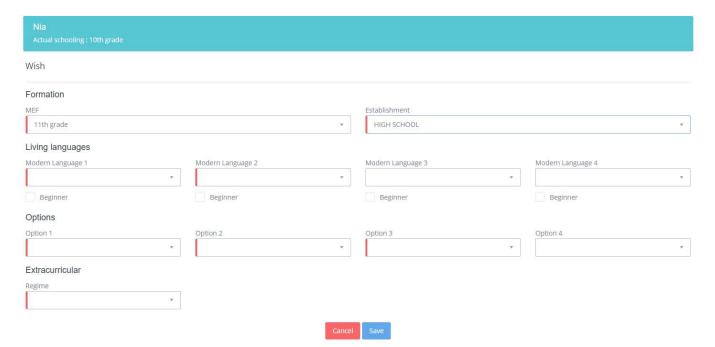
- The MEF (level) and the establishment: click on the arrow, only one choice possible, select it.
- And click on Save



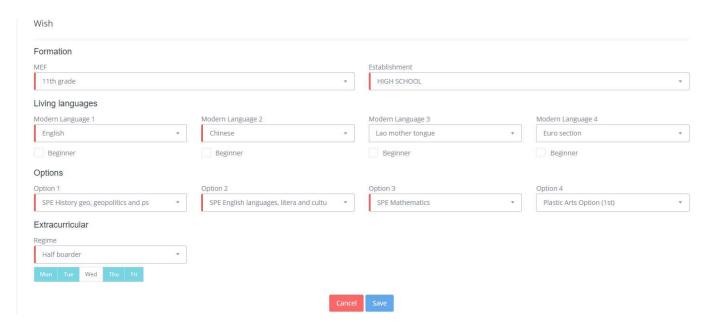
Then indicate the languages and the options (depending on the MEF, you will have a certain number of choices

- Click on the arrow of Modern Language 1: only one choice possible, select it
- Click on the arrow of Foreign Language 2: choose Spanish or Chinese
- Click on the arrow of Foreign Language 3: this is optional, select it if you wish to take this option.

- Click on the arrow of Foreign Language 4: this is optional, select it if you wish to take this option.
- Click on option 1: and choose one of the options
- Click on option 2: and choose one of the options
- Click on option 3: and choose one of the options
- Click on option 4: this is optional, select it if you wish to take this option
- Indicate the regime: half-boarder (in this case indicate the days when your child will have lunch in the canteen) or external
- And click on Save



Once all the fields have been filled in, click on save



FOR HIGH SCHOOL 12TH GRADE ONLY (Terminale)

LV1 : English	Size of sportswear						
	□s	□м		□ XL			
Mandatory: choice of 2 speciality courses from among the following:					Optional		
■ Mathematics					☐ Euro Section (only if the pupil was in Euro Section in previous grade)		
☐ Physics chemis	stry				An option among the 3		
☐ Life and earth sciences (SVT)					☐ Expert Mathematics		
☐ Economic and social sciences (SES)					☐ Complementary Mathematics		
☐ History-geography, geopolitics and political science			cal science		☐ Rights and major issues of the contemporary world (pending)		
☐ Humanities, Literature and Philosophy			An option among the 2				
☐ Foreign languages, literatures and cultures					☐ Lao for Lao mother tongue		
					☐ Plastic Arts : only if the pupil with the option in previous grade		
LV2	☐ Chinese or ☐ Spanish		☐ Spanish				

FOR HIGH SCHOOL 11TH GRADE ONLY (1ère)

LV1: English		Size of sp	ortswear		
	□s	□м		□ XL	
Mandatory : cho	oice of 3 specia	ality courses f	rom among t	he following:	Optional
■ Mathematics					☐ Euro Section (only if the pupil was in Euro Section in previous
☐ Physics chemistry		An option among the 2			
☐ Life and earth sciences (SVT)				☐ Lao for Lao mother tongue	
☐ Economic and social sciences (SES)				☐ Plastic Arts	
☐ History-geogr	raphy, geopolit	ics and polition	cal science		
☐ English Langu	ages, Literatur	es and Cultur	es		
LV2	☐ Chinese	(or	□ Spanish	

FOR HIGH SCHOOL 10TH GRADE ONLY (2nde)

LV1: English	Size of sportswear			
	□s	□м		□ XL
Mandatory				
LV2	☐ Chinese	С	or	□ Spanish

FOR MIDDLE SCHOOL 9TH GRADE ONLY (3ème)

LV1 : English	Size of sportswear			
	□s	□м	ΠL	□ XL
Mandatory				
LV2	☐ Chinese	С	r	☐ Spanish
and ☐ Lao for mother tongue or ☐ Lao for beginners				

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

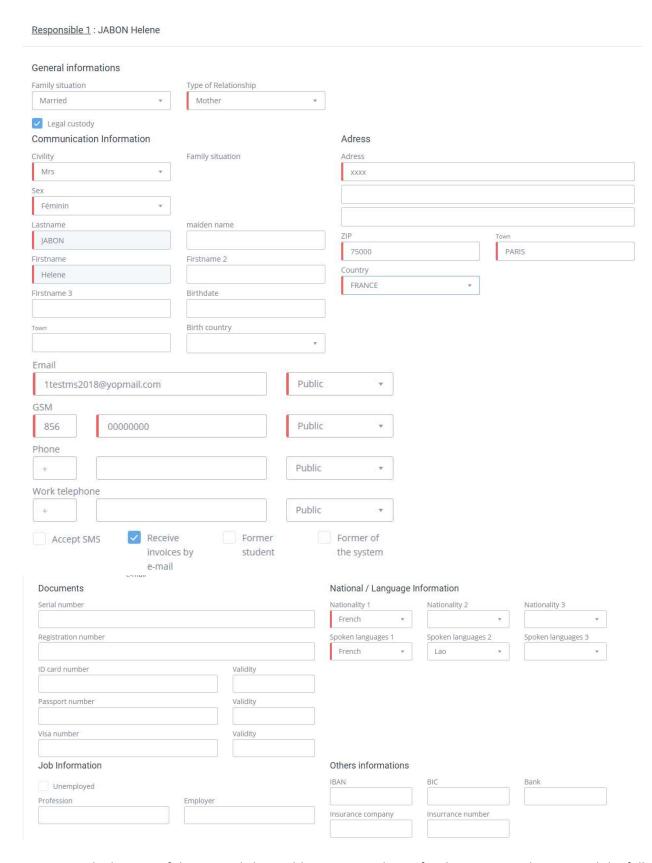
LV1 : English	Size of sportswear				
	□s	ΠМ		□ XL	
Mandatory					
LV2	☐ Chinese	C	r	☐ Spanish	
and ☐ Lao for mother tongue or ☐ Lao for beginners					

FOR MIDDLE SCHOOL 6TH GRADE ONLY (6ème)

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

- Then complete the information concerning the persons in charge (legal custody of the child)
 - o In charge 1: your name will be displayed

- o 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



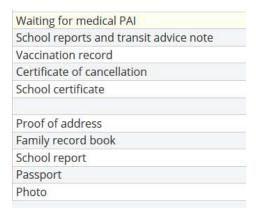
 At the bottom of the page, click on add a person in charge for the person in charge 2 and the following ones if there are any



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:
Choisir un fichier Aucun fichier choisi

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

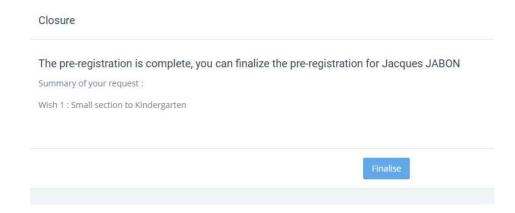
* School certificate:
Choisir un fichier Aucun fichier choisi

* Proof of address:
Choisir un fichier Aucun fichier choisi

* 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.



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