

# USER GUIDE FOR THE PARENTS PORTAL - LFIV

## Re-register your child (if already in the LFIV 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](mailto:secretariat@lfiv.org)

Secretariat Thadeua (primary): [secretariat.primaire@lfiv.org](mailto:secretariat.primaire@lfiv.org)

Accounting: [gestion@lfiv.org](mailto:gestion@lfiv.org) and [secretariatgestion@lfiv.org](mailto:secretariatgestion@lfiv.org)

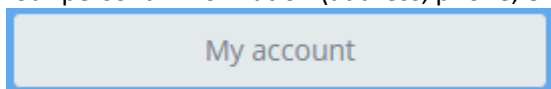
Chief Financial Officer: [daf@lfiv.org](mailto:daf@lfiv.org)

**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
- ✓ Size for your children sportswear (S, M, L or XL) for middle and high school only

**In addition, please check**

- Your personal information (address, phone, email) by clicking on my account



- And those of your child(ren) by clicking on modify

## Children

Children registering in our school.



- Login to the portal
- On the home page, click *yes*, *no* or *Perhaps*

## Reinstatement



- a) Yes, you wish to re-register your child

If you click on yes, fill in the following information

- The MEF (level) and the institution will be filled in automatically
- Choose the requested plan: half board (in this case indicate which days your child will take lunch in the canteen) or external
- Click on Save

# USER GUIDE FOR THE PARENTS PORTAL - LFIV

Oui  Non  Peut-être

Eliane

Scolarité actuelle : Cours moyen 1

Schooling

Wish 1

Formation

MEF

Small section

Establishment

Kindergarten

Regime - Studies - Nursery

Regime

Half boarder

Mon

Tue

Wed

Thu

Fri

Save

You will be able to see that your child has been re-registered and you will be able to download the pdf of this re-registration.

- Eliane has been re-registered for the year 2020-2021. Your file number is : DR-51466
- Modify ([modifier](#)) : you have the possibility to change this pre-registration
- Print pdf ([Imprimer pdf](#))

Eliane a été réinscrit pour l'année scolaire 2020-2021

Votre numéro de dossier : DR-51466

Modifier

 Imprimer PDF

b) You don't know yet if you want to re-register your child

If you click on Perhaps ([peut être](#)), indicate the reasons for your choice ([raisons de votre choix](#))

Réinscription - Eliane - Année scolaire 2020-2021

Oui  Non  Peut-être

Raisons de votre choix :

Annuler

Enregistrer

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## c) No you don't want to re-register your child

If you click on no, choose from the drop-down menu the motivation and eventually the reasons for your choice.

### Re-enroll your child after leaving the LFIV beforehand

You cannot re-register via the portal, you must contact the secretariat for re-registration

- Secretariat Hadxaykhao (secondary): [secretariat@lfiv.org](mailto:secretariat@lfiv.org)
- Secretariat Thadeua (primary): [secretariat.primaire@lfiv.org](mailto:secretariat.primaire@lfiv.org)