

USER GUIDE FOR THE PARENTS PORTAL - LFIV

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

 [Fiche descriptive](#)

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

USER GUIDE FOR THE PARENTS PORTAL - LFIV

Preregistration



SCHOOL REQUESTED

Formation

Establishment

CHILD

Lastname

Firstname

Sex

Birthdate

Send

Close

- 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

Details

Lastname

Firstname

Firstname 2

Firstname 3

Sex

Birth country

Birthdate

Birthplace

Actual schooling

No schooling

Establishment

Classroom

Actual Regime

System belonging

USER GUIDE FOR THE PARENTS PORTAL - LFIV

Child of the staff

Address

Address

XXX

Address 2

Address 3

ZIP

75000

Town

PARIS

Country

FRANCE

Live with

Both parents

Communication Information

Email

Public

GSM

+

Public

Phone

+

Public

I can be photographed

Authorize the internal broadcasting of the photo

Authorize the external broadcasting of the photo

Others informations

Serial number

Registration number

ID card number

Validity

Passport number

xxxx

Validity

2020-03-20

Visa number

Validity

Diet

National / Language Information

Nationality

French

Nationality 2

Laotian

Nationality 3

Native languages

French

Native languages 2

Native languages 3

Spoken languages

Spoken languages 2

Spoken languages 3

Language ability of the country

Control of the particular language

English speaker

Arabic-speaker

Save

- 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

Schooling

Wish 1

Formation

MEF

Small section

Establishment

Kindergarten

Regime - Studies - Nursery

Regime

Half boarder

Mon

Tue

Wed

Thu

Fri

Save

USER GUIDE FOR THE PARENTS PORTAL - LFIV

- 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	Size of sportswear			
	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL
Mandatory : choice of 2 speciality courses from among the following:				
<input type="checkbox"/> Mathematics				
<input type="checkbox"/> Physics chemistry				
<input type="checkbox"/> Life and earth sciences (SVT)				
<input type="checkbox"/> Economic and social sciences (SES)				
<input type="checkbox"/> History-geography, geopolitics and political science				
<input type="checkbox"/> Humanities, Literature and Philosophy				
<input type="checkbox"/> Foreign languages, literatures and cultures				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
Optional				
<input type="checkbox"/> Euro Section (only if the pupil was in Euro Section in previous grade)				
An option among the 3				
<input type="checkbox"/> Expert Mathematics				
<input type="checkbox"/> Complementary Mathematics				
<input type="checkbox"/> Rights and major issues of the contemporary world (pending)				
An option among the 2				
<input type="checkbox"/> Lao for Lao mother tongue				
<input type="checkbox"/> Plastic Arts : only if the pupil with the option in previous grade				

FOR HIGH SCHOOL 11TH GRADE ONLY (1ère)

LV1 : English	Size of sportswear			
	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL
Mandatory : choice of 3 speciality courses from among the following:				
<input type="checkbox"/> Mathematics				
<input type="checkbox"/> Physics chemistry				
<input type="checkbox"/> Life and earth sciences (SVT)				
<input type="checkbox"/> Economic and social sciences (SES)				
<input type="checkbox"/> History-geography, geopolitics and political science				
<input type="checkbox"/> English Languages, Literatures and Cultures				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
Optional				
<input type="checkbox"/> Euro Section (only if the pupil was in Euro Section in previous grade)				
An option among the 2				
<input type="checkbox"/> Lao for Lao mother tongue				
<input type="checkbox"/> Plastic Arts				

FOR HIGH SCHOOL 10TH GRADE ONLY (2nde)

LV1 : English	Size of sportswear			
	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL
Mandatory				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
Optional				
<input type="checkbox"/> Euro Section english 1h				
<input type="checkbox"/> Lao for Lao mother tongue				
<input type="checkbox"/> Latin 2h				

FOR MIDDLE SCHOOL 9TH GRADE ONLY (3ème)

LV1 : English	Size of sportswear			
	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL
Mandatory				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
Optional				
<input type="checkbox"/> Latin 2h				

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

LV1 : English	Size of sportswear			
	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL
Mandatory				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
Optional				
<input type="checkbox"/> Latin 1h				

FOR MIDDLE SCHOOL 6TH GRADE ONLY (6ème)

LV1 : English	Size of sportswear			
	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL
Mandatory				
LV2	<input type="checkbox"/> Lao for mother tongue	or	<input type="checkbox"/> Lao for beginners	

USER GUIDE FOR THE PARENTS PORTAL - LFIV

- 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

Responsible 1 : JABON Helene

General informations

Family situation Type of Relationship

Legal custody

Communication Information

Civility

Sex

Lastname

Firstname

Firstname 3

Town

Family situation

maiden name

Firstname 2

Birthdate

Birth country

Address

Address

ZIP Town

Country

Email

GSM

Phone

Work telephone

Accept SMS Receive invoices by e-mail Former student Former of the system

Documents

Serial number

Registration number

ID card number Validity

Passport number Validity

Visa number Validity

Job Information

Unemployed

National / Language Information

Nationality 1 Nationality 2 Nationality 3

Spoken languages 1 Spoken languages 2 Spoken languages 3

Others informations

IBAN BIC Bank
Insurance company Insurance number

USER GUIDE FOR THE PARENTS PORTAL - LFIV

- 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

+ Add responsible

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

Confirmation

×

You have only informed one responsible. Are you sure you want to go to the next step?

No

Yes

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

Waiting for medical PAI
School reports and transit advice note
Vaccination record
Certificate of cancellation
School certificate
Proof of address
Family record book
School report
Passport
Photo

Administrative documents

To finalize this registration, different documents are needed

* 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

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

envoyer

USER GUIDE FOR THE PARENTS PORTAL - LFIV

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

Closure

The pre-registration is complete, you can finalize the pre-registration for Jacques JABON

Summary of your request :

Wish 1 : Small section to Kindergarten

Finalise

- 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.


Pre-registration form

Jacques

School Year : 2020-2021
Level : Small section
Your file number : PT-512256
Fees paid : No
State of file :

Small section
WAITING

WAITING

 Print 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