

USER GUIDE FOR THE PARENTS PORTAL - LFIV

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

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USER GUIDE FOR THE PARENTS PORTAL - LFIV

1. Activate your account if you already have a student at the LFIV

- Click on the following link to see the video tutorial (no sound)

<https://www.skolengo-academy.org/portails-parents/parent-portal-video-presentation-english-version-141225.kjsp?RH=1554125125634>

- If you already have a child with us, your account already exists, but you don't have any password yet, so you have to click on forgotten password
 - Email
 - Password (**mot de passe**)
 - Forgotten password (**mot de passe oublié**)



Email

Mot de passe

[Mot de passe oublié ?](#)

- Fill in your email address (the one you gave to the LFIV, if you don't remember it, contact the secretariat) and click on **Réinitialiser**

Email

Réinitialiser

Fermer

- And check your mailbox (an email has been sent to you)

Un email de réinitialisation a été envoyé

- On the email received click on Reset (**Réinitialiser**)

Pour créer ou réinitialiser votre mot de passe cliquez sur le lien ci-dessous :

[Réinitialiser](#)

- Then enter a new password (**mot de passe**), and repeat it (**Répéter**) : the password must contain at least 8 characters with a lowercase letter, an uppercase letter, a number, a special character (!, %, &, @, #, \$, ^, *, ?, _ ~) and click on validate (**valider**).

Email

daf@lfiv.org

Mot de passe

Répéter

Valider

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- You can now connect to your portal by entering your email address and password and click **Connexion**.

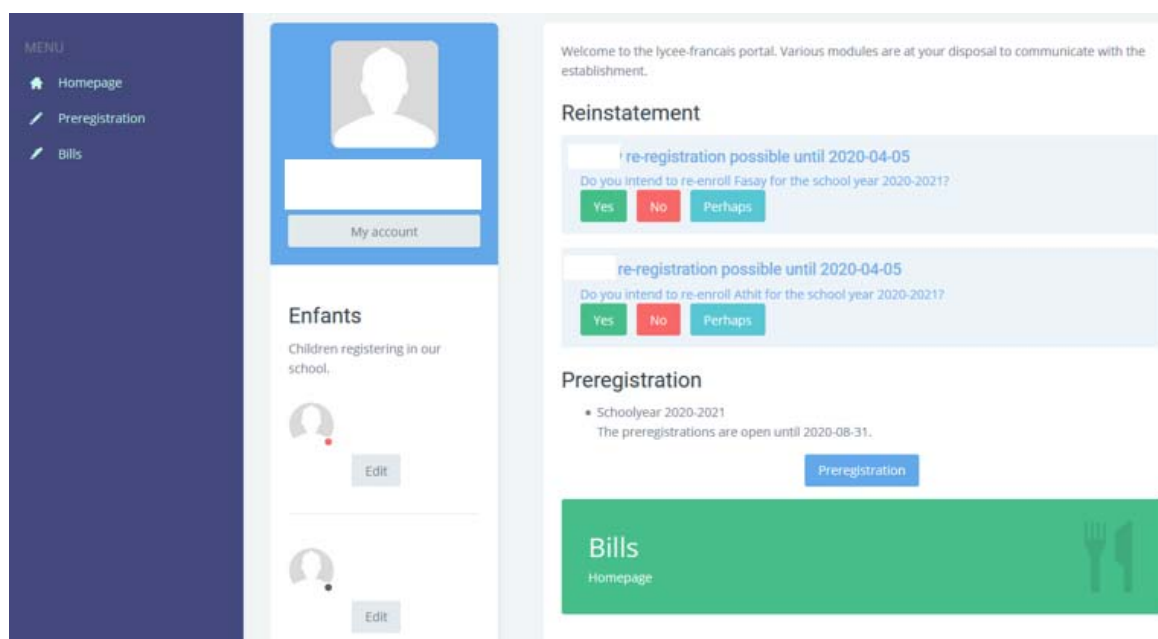
Email

Mot de passe

[Mot de passe oublié ?](#)

Connexion

- The home page of your portal is displayed



2. Create your account if you don't have any students at LFIV

- Click on the following link to see the video tutorial (no sound)

<https://www.skolengo-academy.org/portails-parents/parent-portal-video-presentation-english-version-141225.kjsp?RH=1554125125634>

- Click on create an account (**créer un compte**)



Email

Mot de passe

[Mot de passe oublié ?](#)

Connexion

[Créer un compte](#)

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- The following window opens, fill in the fields to create your account
 - **Nom** (name)
 - **Prénom** (first name)
 - Email
 - **Sexe** (gender) : **Féminin** (Female) / **Masculin** (Male)
 - Check the box : I have read and I fully accept the user charter (**j'ai lu et j'accepte sans reserve la charte utilisateur consulter**), consult it before to check (English version).
- Then click to create (**Créer**)

Créer un compte ×

Nom

Prénom

Email

Sexe

☐ J'ai lu et j'accepte sans réserve la charte utilisateur ([Consulter](#))

- An email has been sent to you.

Un email a été envoyé pour valider votre compte

- Check your mail box and click on activation of your new account (**activation de votre nouveau compte**).

Pour finaliser la création de votre compte, merci de suivre le lien ci-dessous :

[Activation de votre nouveau compte](#)

- Then enter a new password (**mot de passe**), and repeat it (**Répéter**) : the password must contain at least 8 characters with a lowercase letter, an uppercase letter, a number, a special character (!, %, &, @, #, \$, ^, *, ?, _ ~) and click on validate (**valider**).

Email

Mot de passe

Répéter

- You can now connect to your portal by entering your email address and password and click **Connexion**.

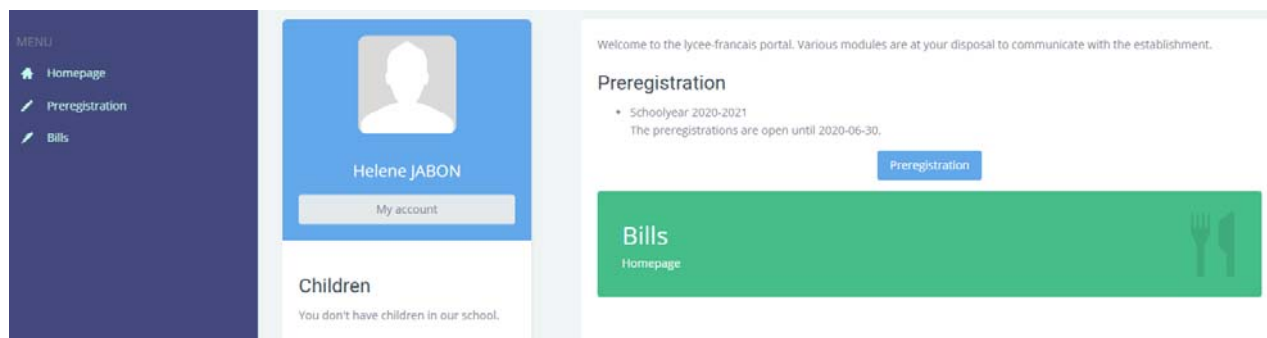
Email

Mot de passe

[Mot de passe oublié ?](#)

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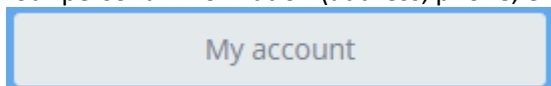
- The home page of your portal is displayed



3. Re-register your child (if already in the LFIV school) for the year 2020/2021

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.

Edit

Attachments should be sent by email to the secretariat or sent in hard copy.

- ✓ 2 photos for middle and high school students / 3 photos for primary school students
- ✓ Photocopy of passport or family record book
- ✓ Photocopy of the vaccination booklet
- ✓ Proof of address

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

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

Reinstatement

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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

☒ 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](#))

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Réinscription - Eliane - Année scolaire 2020-2021

☐ Oui ☐ Non ☒ Peut-être

Raisons de votre choix :

Annuler

Enregistrer

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.

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

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

- 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

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Preregistration



 Fact sheet

SCHOOL REQUESTED

Formation

Small section

Establishment

Kindergarten

CHILD

Lastname

JABON

Firstname

Jacques

Sex

Male

Birthdate

2018-10-16

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

JABON

Firstname

Jacques

Firstname 2

Paul

Firstname 3

Sex

masculin

Birth country

FRANCE

Birthdate

2018-10-16

Birthplace

PARIS

Actual schooling

☐ No schooling

Establishment

Classroom

Actual Regime

System belonging

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☐ 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

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

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: | | | | | Optional |
| <input type="checkbox"/> Mathematics | | | | | <input type="checkbox"/> Euro Section (only if the pupil was in Euro Section in previous grade) |
| <input type="checkbox"/> Physics chemistry | | | | | An option among the 2 |
| <input type="checkbox"/> Life and earth sciences (SVT) | | | | | <input type="checkbox"/> Lao for Lao mother tongue |
| <input type="checkbox"/> Economic and social sciences (SES) | | | | | <input type="checkbox"/> Plastic Arts |
| <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 | | |

FOR HIGH SCHOOL 10TH GRADE ONLY (2nde)

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

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 | | | | | Optional |
| LV2 | <input type="checkbox"/> Chinese | or | <input type="checkbox"/> Spanish | | <input type="checkbox"/> Latin 1h |
| and <input type="checkbox"/> Lao for mother tongue or <input type="checkbox"/> Lao for beginners | | | | | |

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 | | | |

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- 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

Married

Type of Relationship

Mother

☒ Legal custody

Communication Information

Civility

Mrs

Family situation

Adress

Adress

xxxx

Sex

Féminin

Lastname

JABON

maiden name

Firstname

Helene

Firstname 2

Firstname 3

Birthdate

Town

Birth country

ZIP

75000

Town

PARIS

Country

FRANCE

Email

1testms2018@yopmail.com

Public

GSM

856

00000000

Public

Phone

+

Public

Work telephone

+

Public

☐ 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

Profession

Employer

National / Language Information

Nationality 1

French

Nationality 2

Nationality 3

Spoken languages 1

French

Spoken languages 2

Lao

Spoken languages 3

Others informations

IBAN

BIC

Bank

Insurance company

Insurance number

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- 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](#)

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- 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

5. Your portal

a) Home page

On the home page, you will find the main information: your children, open re-registration or pre-registration (only if done by you on this portal) and news (related to invoicing) from the school (which does not exempt you to check our weekly news: **Au Fait** available on our website): <https://www.lyceehoffet.org/evenement/lettre-dinformations-au-fait/>).

b) Pre-registration

You will find the list of current registrations or pre-registrations (only if done by you on this portal).


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c) Invoices and reminders

You will find

- The list of pro forma invoices (as long as the final invoice has not been issued),
- The list of your invoices, as well as the outstanding amount per invoice. You can download the invoices (only those issued from today onwards).
- The list of reminders: you will now receive an email informing you that a payment reminder is available on your portal, by clicking on the printer icon, you can see the details. As a reminder, please inform the accounting department (gestion@lfiv.org) if you are unable to pay your due dates.

Liste des Pro Forma

| Pro forma | Payeurs | Date | Enfant | Montant |
|-----------|---------|------------|--------|---|
| Pro Forma | | 27-02-2020 | | 123.00 \$  |

Bill list

| Bill | Payer | Date | Child | Amount | Remaining balance |
|-----------------|-------|------------|-------|-------------|-------------------|
| LFIV20192000115 | | 2019-10-15 | | 5 909.00 \$ | 2 224.00 \$ |
| LFIV20181900131 | | 2018-09-11 | | 5 832.00 \$ | Paid |
| LFIV20171800185 | | 2017-09-01 | | 5 964.20 \$ | Paid |

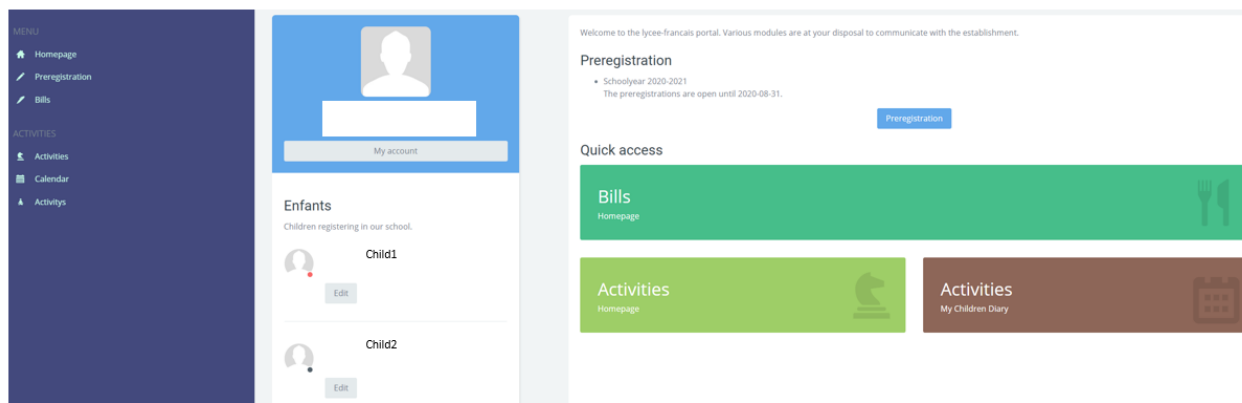
Dunnings

| Dunning | Payer | Date | Amount |
|---------|-------|------------|---|
| 47 | | 2020-04-16 | 1 946.00 \$  |

d) Extra-curricular activities

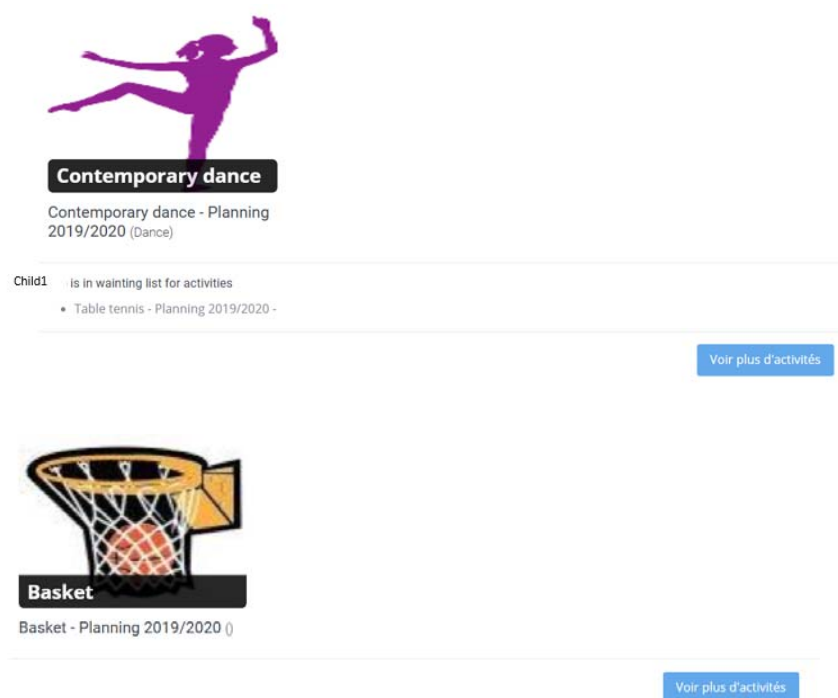
This part is **being configured**, but you will soon be able to register your children for extracurricular activities for 2020/2021 year from your portal.

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Menu : Activities (current activities)

You will be able to view your children's activities: registered and / or on the waiting list.







Menu : Activities (information and registration)

On this same page, if you click on "See more activities", you will see the list of activities that your child can choose

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Activities possible for

Activities for middle and high school

| | | |
|---|---|------------------------------|
|  Basket | Basket - Planning 2019/2020 - Il reste 24 place(s) dans ce groupe Basket - Planning 2019/2020 - : Thursday 2020-04-23 Thursday 2020-04-30 Thursday 2020-05-07 Thursday 2020-05-14 Thursday 2020-05-21 Il reste 17 place(s) dans ce groupe | Plus d'infos |
|  Football | Football - Planning 2019/2020 - Football U19 boys Il reste 24 place(s) dans ce groupe | Plus d'infos |
|  Middle school theater | Middle school theater - Planning 2019/2020 - Middle school theater Il reste 24 place(s) dans ce groupe | Plus d'infos |
|  High school theater | High school theater - Planning 2019/2020 - High school theater Il reste 24 place(s) dans ce groupe | Plus d'infos |

If you click on “plus d’infos” (more informations), you will have the details of the activity and you will be able to register your child (if the registration button is not available, your child does not meet the registration criteria: age, gender, school, etc.)

Basket - Planning 2019/2020

| | |
|--|--|
|  | Description For U12, U15 and U19 Coach : Mr CHANTADARA Hatpaxay and Mr BOUTSAMAY Nélamith Every Saturday from 9 am to 10.30 am U13 : 9/11 years U15 : 12/14 years U19 : 15/17 years |
| Inscriptions acceptées 0 / 24 | |
| Liste d'attente 0 / 6 | |
| Il reste 24 place(s) dans ce groupe | Informations tarifaires 100\$ for all year |
| Inscriptions <div>Subscribe Child1</div> <div>Subscribe Child2</div> | Calendar Pas de séances connues pour ce groupe. |
| Les inscriptions fermeront le : Inscription après acceptation Certificat médical demandé | |

Menu: Calendar

You can view your child’s calendar, or download it on pdf or html format, per week or per month.

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My children diary

Child1

Child2

Plannings PDF

- Current week
 - pdf
 - html
- Next week
 - pdf
 - html
- Current month
 - pdf
 - html
- Next month
 - pdf
 - html

< > today

April 2020

| Mon | Tue | Wed | Thu |
|-----|-----|-----|-----|
| 14 | 30 | 31 | 1 |
| 15 | 6 | 7 | 8 |
| 16 | 13 | 14 | 15 |
| 17 | 20 | 21 | 22 |
| 18 | 27 | 28 | 29 |
| 19 | 4 | 5 | 6 |
| | | | 7 |

1:00

8:00

8:00

Menu: Activities

You can view all the activities offered by the LFIV.


Activities


Filtrer par domaine


- Activities for primary school
- Activities for middle and high school


Filtrer par catégorie


- Artistic and creative activities
- Musical activities
- Sporting activities
- Primary school studies
- Theater, games, reading


**Basket**


**Contemporary dance**

**Football**

**Table tennis**

**Middle school theater**

**High school theater**

**Volley-Ball**

You can also apply a filter by domain and/or category of activities that can be chosen by your child


Activities


Filtrer par domaine


- Activities for primary school
- Activities for middle and high school


Filtrer par catégorie


- Artistic and creative activities
- Musical activities
- Sporting activities
- Primary school studies
- Theater, games, reading

**Basket**

**Contemporary dance**

**Football**

**Table tennis**

**Volley-Ball**

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You can also register your child for one of these activities through this menu, for that click on it, then click on activities and more information.

Table tennis



Planning 2019/2020

[Plus d'infos](#)

Description

Coach : Mr LAFON Rémi
Every Tuesday from 12 a.m. to 1 p.m.

Informations tarifaires

70\$ for all year

Then on registration (if the registration button is not available, your child does not meet the registration criteria: age, gender, school, etc.).

Inscriptions acceptées 0 / 24

Liste d'attente 0 / 6

Il reste 24 place(s) dans ce groupe

Inscriptions

[Subscribe](#)

If you register your child for one of the activities, you will have the following message:

Your child is in waiting list for activities

- Tennis de table - Planning 2019/2020 - Sport étude

Confirmation of registrations

You will receive an email telling you that the request is in progress, once the groups are finalized, the platform will be updated and you will be able to check the final registration of your child.

Inscription of Child1
Activity : - Planning 2019/2020 -

Inscription of Child1
Your registration request has been taken into account, we thank you.

- Planning 2019/2020 -
Child1 is in waiting list for activity - Planning 2019/2020

[Portail activités](#)

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e) News

All important information related to billing will be indicated on the portal.