

# 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](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)

- 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

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## 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

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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

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

Nia

Actual schooling : 10th grade

Wish

Formation

MEF

Establishment

Cancel

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.

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- 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

**Nia**  
Actual schooling : 10th grade

Wish

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**Formation**

MEF: 11th grade | Establishment: HIGH SCHOOL

**Living languages**

Modern Language 1: | Modern Language 2: | Modern Language 3: | Modern Language 4: |  
 Beginner |  Beginner |  Beginner |  Beginner

**Options**

Option 1: | Option 2: | Option 3: | Option 4: |

**Extracurricular**

Regime: |

[Cancel](#) [Save](#)

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

Wish

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**Formation**

MEF: 11th grade | Establishment: HIGH SCHOOL

**Living languages**

Modern Language 1: English | Modern Language 2: Chinese | Modern Language 3: Lao mother tongue | Modern Language 4: Euro section |  
 Beginner |  Beginner |  Beginner |  Beginner

**Options**

Option 1: SPE History geo, geopolitics and ps | Option 2: SPE English languages, litera and cultu | Option 3: SPE Mathematics | Option 4: Plastic Arts Option (1st) |

**Extracurricular**

Regime: Half boarder

Mon | Tue | Wed | Thu | Fri

[Cancel](#) [Save](#)

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## 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
<b>Mandatory : choice of 2 speciality courses from among the following:</b>				
<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	
<b>Optional</b>				
<input type="checkbox"/> Euro Section (only if the pupil was in Euro Section in previous grade)				
<b>An option among the 3</b>				
<input type="checkbox"/> Expert Mathematics				
<input type="checkbox"/> Complementary Mathematics				
<input type="checkbox"/> Rights and major issues of the contemporary world (pending)				
<b>An option among the 2</b>				
<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
<b>Mandatory : choice of 3 speciality courses from among the following:</b>				
<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	
<b>Optional</b>				
<input type="checkbox"/> Euro Section (only if the pupil was in Euro Section in previous grade)				
<b>An option among the 2</b>				
<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
<b>Mandatory</b>				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
<b>Optional</b>				
<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
<b>Mandatory</b>				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
<b>and</b> <input type="checkbox"/> Lao for mother tongue or <input type="checkbox"/> Lao for beginners				
<b>Optional</b>				
<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
<b>Mandatory</b>				
LV2	<input type="checkbox"/> Chinese	or	<input type="checkbox"/> Spanish	
<b>and</b> <input type="checkbox"/> Lao for mother tongue or <input type="checkbox"/> Lao for beginners				
<b>Optional</b>				
<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
<b>Mandatory</b>				
LV2	<input type="checkbox"/> Lao for mother tongue or <input type="checkbox"/> Lao for beginners			

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

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- 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  Profession  Employer

## 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

- 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

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[+ Add responsible](#)

- 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.

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 :  
 Aucun fichier choisi

\* Waiting for medical PAI :  
 Aucun fichier choisi

\* School certificate :  
 Aucun fichier choisi

\* Proof of address :  
 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).

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## 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

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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