

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

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

Accounting: gestion@lfiv.org and secretariatgestion@lfiv.org

Chief Financial Officer: daf@lfiv.org

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

Reinstatement



re-registration possible until 2020-04-05

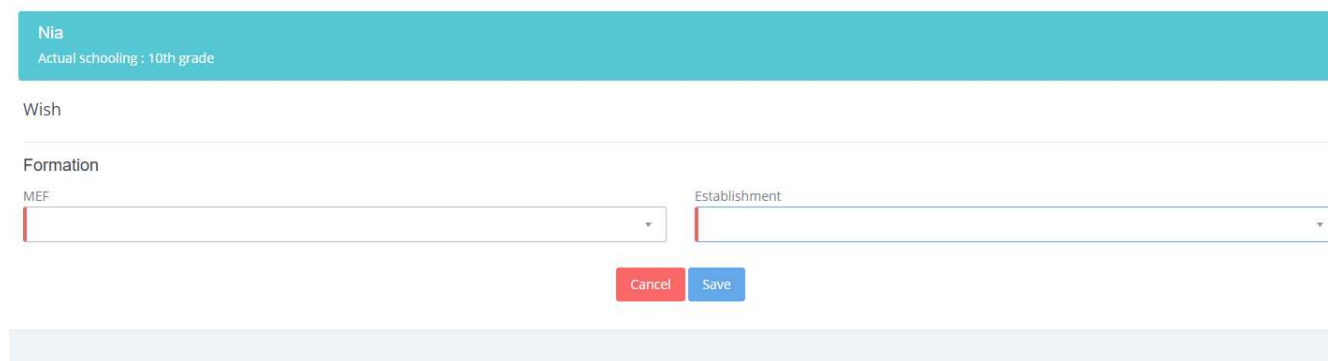
Do you intend to re-enroll Fasay for the school year 2020-2021?

Yes No Perhaps

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

If you click on yes, fill in the following information

- 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.
- 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

USER GUIDE FOR THE PARENTS PORTAL - LFIV

- And click on Save

Nia
Actual schooling : 10th grade

Wish

Formation

MEF
11th grade

Establishment
HIGH SCHOOL

Living languages

Modern Language 1
Beginner

Modern Language 2
Beginner

Modern Language 3
Beginner

Modern Language 4
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

Formation

MEF
11th grade

Establishment
HIGH SCHOOL

Living languages

Modern Language 1
English
Beginner

Modern Language 2
Chinese
Beginner

Modern Language 3
Lao mother tongue
Beginner

Modern Language 4
Euro section
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

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](#)

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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 :

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

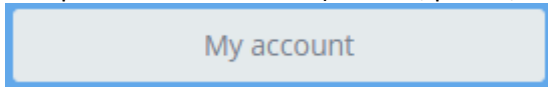
If you click on no, choose from the drop-down menu the motivation and eventually the reasons for your choice.

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.

Edit

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
- Secretariat Thadeua (primary): secretariat.primaire@lfiv.org