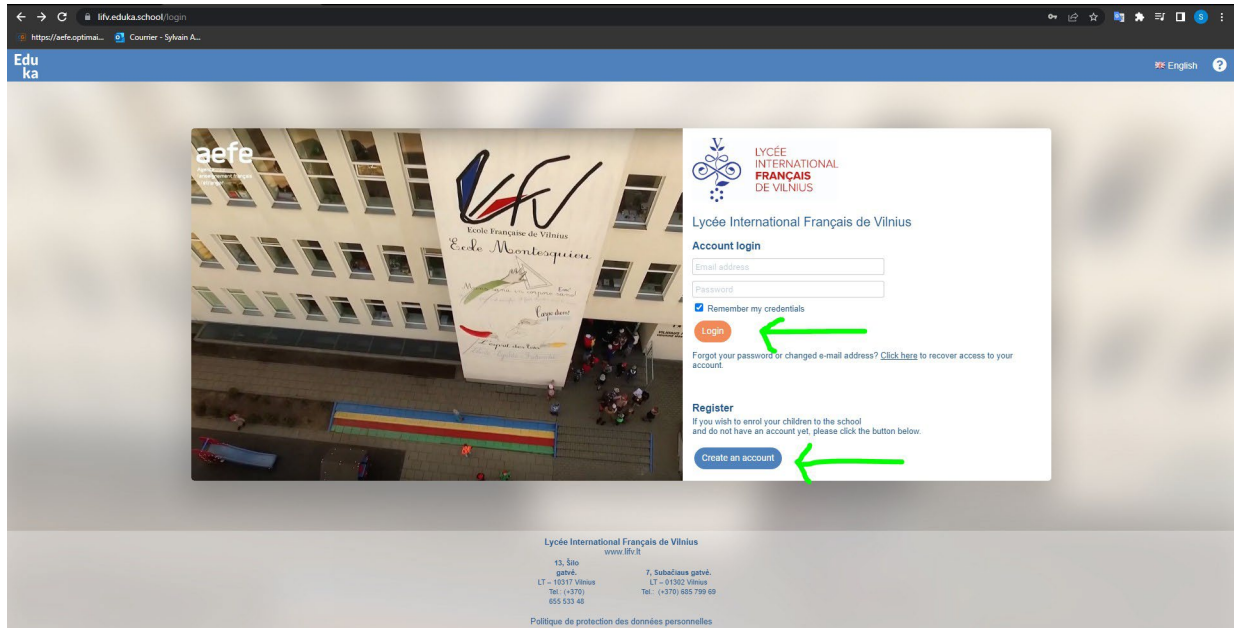
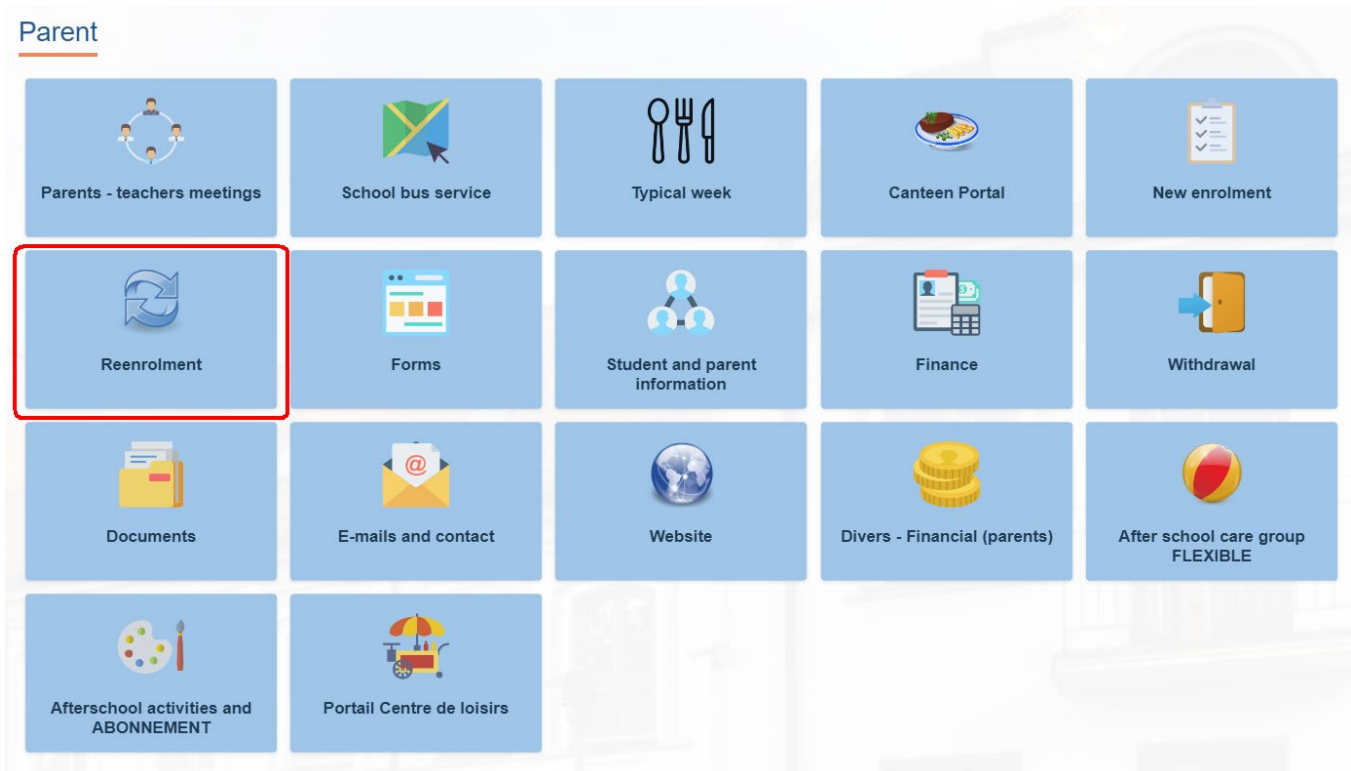


In this document you will find instructions how to properly fill the re-enrollment form on EDUKA.

1. Go to <https://lifv.eduka.school/login> . Please log in with your credentials.



2. Click on “REENROLLMENT”



3. On your child's file, please choose between the two options:

The screenshot shows the Eduka website's 'Re-enrolment' page. The page title is 'Re-enrolment' and it includes a navigation menu on the left. The main content area has a header with 'Enrolment', 'Re-enrolment', and 'Withdrawal' tabs. Below the header, there is a message: 'Dear parents, to enable a smooth start of the coming school year for your child, it is necessary to proceed with the enrollment of your child before the end of each school year. It is mandatory to follow this procedure to effectively enroll your child for the next school year and to be enlisted on the calling list of the new school year.' Below this message, there are two buttons: 'Re-enrol the student for year 2023-2024' and 'Do not re-enrol for 2023-2024'. Two yellow arrows point to these buttons. At the bottom of the page, there is contact information for 'Lycée International Français de Vilnius'.

4. After click on re-enroll, enter your child's file:

The screenshot shows the 'Re-enrolment' page with the 'Re-enrolment' tab selected. The page title is 'Re-enrolment' and it includes a navigation menu on the right. The main content area has a header with 'Enrolment', 'Re-enrolment', and 'Withdrawal' tabs. Below the header, there is a message: 'Dear parents, to enable a smooth start of the coming school year for your child, it is necessary to proceed with the enrollment of your child before the end of each school year. It is mandatory to follow this procedure to effectively enroll your child for the next school year and to be enlisted on the calling list of the new school year.' Below this message, there is a blue bar with '2024-2025' and 'File status: In progress'. Below the blue bar, there are two cards: 'Re-enrolment application being processed' (highlighted with a red box) and 'Fees payment -'.

5. Please fill all the missing informations in the different tabs and **check all new informations**:

https://efc.optima... Courrier - Sylvain A...

Eduka

Parent

Home

Parent

Parents - teachers meetings

After school care group FLEXI...

School bus service

Typical week

Portal Centre de loisirs

Carte Teen Portal

Afterschool activities and ABO...

New enrolment

Reenrolment

Forms

Student and parent information

Finance

Withdrawal

Documents

E-mails and contact

Website

Divers - Financial (parents)

Re-enrolment

Please fill in all the requested fields; they will be saved automatically.

Submit re-enrolment file

TO COMPLETE

Student OK Curriculum **INCOMPLETE** Guardians OK Family OK Finance OK Other contacts OK Documents OK

Please fill all mandatory fields in Student, Schooling, Guardian, Family, Others and Documents tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.

Retour de septembre 2023

For the beginning of the school year in September 2023, my child will be enrolled at LIFV:

Yes No

Previous school

Please enter the schooling information of the last or current school year

Last grade completed: CP

Name and address of previous school: LFRD Phnom Penh Camb

Certified school: Homologué AEF/E / C

Last monthly/year attended: 06/2022

Schooling wished in our school

Select a choice for each field below

School: [dropdown]

French educational system for preschool and primary school:
<http://lifv.li/en/primary-school/french-and-lithuanian-schooling-systems/>
French educational system for middle school and high school:
<http://lifv.li/en/middle-schoolhigh-school/french-and-lithuanian-educational-system/>

Save

6.1 If you wish to enroll your child to **Primary school** for 2024-2025:
Select the last grade completed, then next grade and save:

Guardians OK Schooling OK

Please fill all mandatory fields in Student, Schooling, Guardian, Family, Others and Documents tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.

Previous school

Please enter the schooling information of the last or current school year

Last grade completed: CM1

Schooling wished in our school

Select a choice for each field below

School year: 2024-2025

Requested start date: 14/08/2024

School: Elémentaire

Grade: CM2

French educational system for preschool and primary school:
<http://lifv.li/en/primary-school/french-and-lithuanian-schooling-systems/>
French educational system for middle school and high school:
<http://lifv.li/en/middle-schoolhigh-school/french-and-lithuanian-educational-system/>

Save

6.2 If you wish to enroll your child to **College for 2024-2025** Select the last grade completed, next grade and language courses. Then save:

Please fill all mandatory fields in [Student](#), [Schooling](#), [Guardian](#), [Family](#), [Others](#) and [Documents](#) tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.

Previous school
Please enter the schooling information of the last or current school year
Last grade completed: 6ème

Schooling wished in our school
Select a choice for each field below
School year: 2024-2025
Requested start date: 14/08/2024
School: Collège
Grade: 5ème

French educational system for preschool and primary school:
<http://ifv.ifv/en/primary-school/french-and-lithuanian-schooling-systems/>
French educational system for middle school and high school:
<http://ifv.ifv/en/middle-school-high-school/french-and-lithuanian-educational-system/>

Options of the selected curriculum
Please make a valid selection of options below. Move the mouse over the red icon next to each option for more information.

LV1:
1 mandatory selection
 Anglais

LV2:
1 mandatory selection
 Allemand
 Espagnol
 Italien
 Russe

Séme: choix du parcours linguistique:
1 mandatory selection
 parcours linguistique et littérature renforcé: 3h LV1 anglais + 5h Lituanien + 2h30 LV2 (new modern language)
 parcours bilingue: 3h LV1 anglais + 2h30 Lituanien + 2h30 LV2 (new modern language)
 parcours anglais renforcé: 3h LV1 anglais + 2h langue et culture anglaise (english culture) + 1h mathématiques en anglais (english mathematics) + 2h30 Lituanien + 2h30 LV2 (new modern language)

Save

6.3 If you wish to enroll your child to **Lycée for 2024-2025** Only select the last grade completed and next grade, then save. All specific courses will be on a separate form after registration.

Guardians Schooling

Please fill all mandatory fields in [Student](#), [Schooling](#), [Guardian](#), [Family](#), [Others](#) and [Documents](#) tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.

Previous school
Please enter the schooling information of the last or current school year
Last grade completed: 3ème

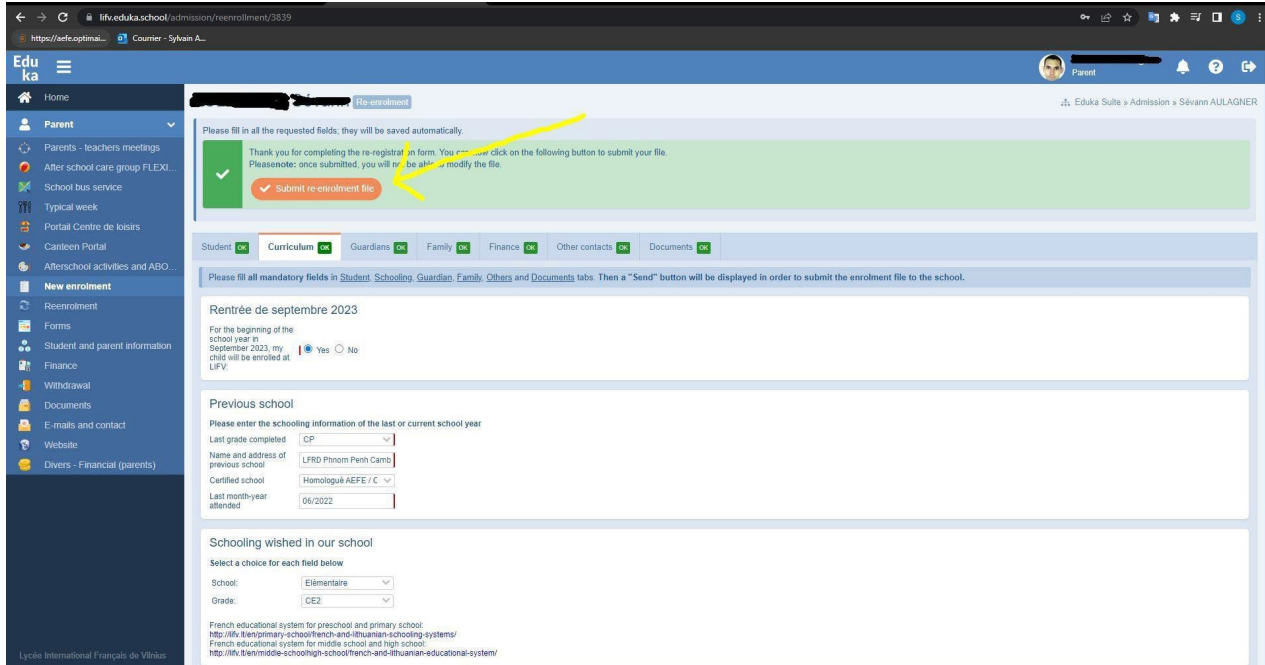
Schooling wished in our school
Select a choice for each field below
School year: 2024-2025
Requested start date: 14/08/2024
School: Lycée
Grade: 2nde

French educational system for preschool and primary school:
<http://ifv.ifv/en/primary-school/french-and-lithuanian-schooling-systems/>
French educational system for middle school and high school:
<http://ifv.ifv/en/middle-school-high-school/french-and-lithuanian-educational-system/>

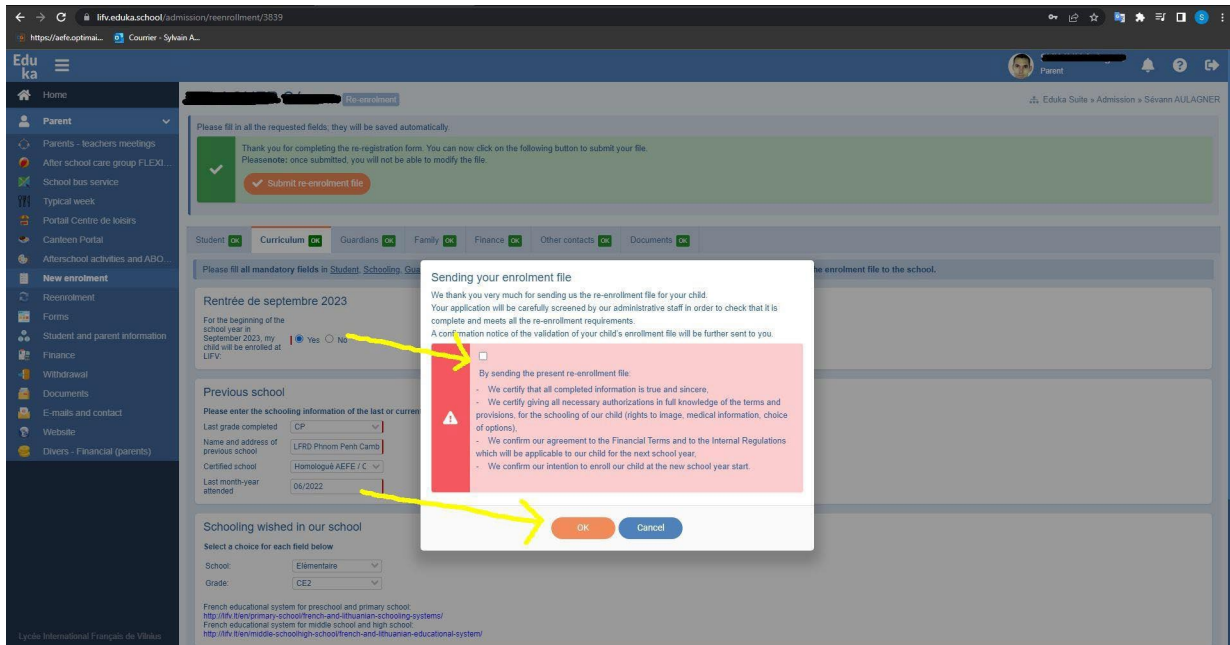
Save

Previous Submit enrolment file Next

6. When you checked **all informations in all the tabs**, please click on “submit re-enrollment file”



7. Then tick the box and click on “OK”



8. Download the contract

The screenshot shows a web interface for 'Re-enrolment of [redacted]'. A green arrow points to a 'Download' button next to the document title 'contrat de scolarité 2023-2024'. A green checkmark and the text 'Your document is ready, you may now download it' are visible next to the button. Other buttons include 'Back to the portal' and 'Download all documents'. The left sidebar contains navigation options like 'Parent', 'New enrolment', and 'Documents'. The footer includes the school's name 'Lycée International Français de Vilnius' and contact information.

9. Print it, sign it and scan it again, or sign it with electronic signature.

10. Upload it here:

The screenshot shows the 'Parent' dashboard with a grid of icons. A green circle highlights the 'Documents' icon in the bottom row, second column. The dashboard includes a 'Welcome back' message, the date '12th April 2023', and notification counts. The left sidebar is visible, and the footer shows the school's name and logo.

The screenshot shows the 'Documents' page with a list of documents under the 'STUDENT' section. A green circle highlights the 'School contract signed 2024-2025' document. A green arrow points to the 'EDIT' button next to it. The page includes a 'Family' section with 'RECORD' buttons and a 'Navigation' button in the top right. The left sidebar is visible, and the footer shows the school's name.

11. Upload:

The screenshot shows the 'Documents' section of the Eduka Suite interface. A modal window titled 'Your documents' is open, displaying the document 'School contract signed 2024-2025 -'. The modal contains the text: 'Here is the list of files available for this document. To open a file, click on its name.' A red box highlights the '+ Add a file' button. The background shows a list of documents with 'RECORD' icons.

Home | Eduka Suite » Documents » [User Name] | Navigation

Home | Public files | **Personal documents**

This section lists private documents associated to your account in particular. These documents are only available through your account.

Your documents [Close]

School contract signed 2024-2025 -
Here is the list of files available for this document. To open a file, click on its name.

[+ Add a file]

[Close]

Family [RECORD]

[RECORD]

[RECORD]

[RECORD]

× Certificat [EDIT] No file

× contrat d [EDIT] No file

× contrat d [EDIT] No file

× contrat d [EDIT] No file

× contrat d [EDIT] No file

× Copy of [EDIT] No file

× Current and previous year's school records [EDIT] No file

× Déclaration d'habitation [EDIT] No file

Thank you !