

# RE-ENROLLMENT EDUKA

## Step-by-step guide

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Go to your EDUKA space: <https://lfikyoto.eduka.school/>

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Log in with your e-mail address and password.

LYCÉE FRANÇAIS INTERNATIONAL DE KYOTO  
京都国際フランス学園

Lycée Français International de Kyoto

Account login

Email address

Password

Remember my credentials

Login

Forgot your password or changed e-mail address? [Click here](#) to recover access to your account.

Register

If you wish to enrol your children to the school and do not have an account yet, please click the button below.

Create an account

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Click on the Reenrolment icon

Parent

Reenrolment

New enrollment

E-mails and contact

Documents

Calendar

Extra-curricular activities

Childcare portal

Website

Mobile App

Student and parent information

Classroom Hub

Reenrolment

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click on Re-enroll student for the year 2025/26



Re-enrol the student for year 2025-26

Do not reenrol for 2025-26

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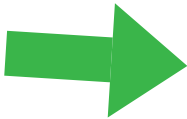

Click on the Re-enrolment icon



### Re-enrolment

Dear parents, to enable a smooth start of the coming school year for your child, it is necessary to proceed with the enrolment 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 next school year.

Prénom NOM 2025-26 File status: **In progress**

  Curriculum offer Financial rules Read information Fees payment

[Cancel file](#)

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Please check each tab and answer each item.  
Please make sure that the answers to the items checked in advance are correct, and correct them as necessary.

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

[Submit re-enrolment file](#)

Curriculum <b>INCOMPLETE</b>	Student <b>INCOMPLETE</b>	Finance <b>INCOMPLETE</b>	Health <b>INCOMPLETE</b>	Authorizations <b>INCOMPLETE</b>	Documents <b>INCOMPLETE</b>
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Curriculum **INCOMPLETE** Student **INCOMPLETE** Finance **INCOMPLETE** Health **INCOMPLETE** Authorizations **OK** Document

Les champs marqués d'un trait rouge sont obligatoires. Le bouton Env

### Current schooling

Establishment: LFI Kyoto  
Level: Lycée  
Section: 2nde

### Options

Language courses: Japanese  
LVB Foreign Language B: German

information from the previous year (2024-2025)

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Select your student's class and the electives for the 2025-2026 school year.

### Next year

Site/Entité: LFI Kyoto  
Etablissement: Lycée  
Niveau:

### Next year

Site/Entité: LFI Kyoto  
Etablissement: Lycée  
Niveau: 1ère

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### Next year

Site/Entité: LFI Kyoto  
Etablissement: Collège  
Niveau: 4ème  
Section: Générale

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

! Language courses:  
1 mandatory choice(s)  
 English  
 Japanese

! LVB Foreign Language B:  
1 mandatory choice(s)  
 German  
 Spanish  
 Other (CNED - specify the language)

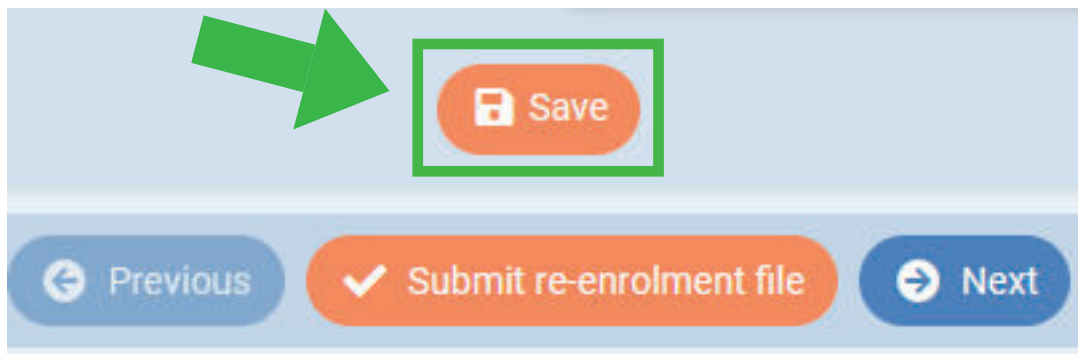
Optional course:  
2 optional choice(s)  
 Latin

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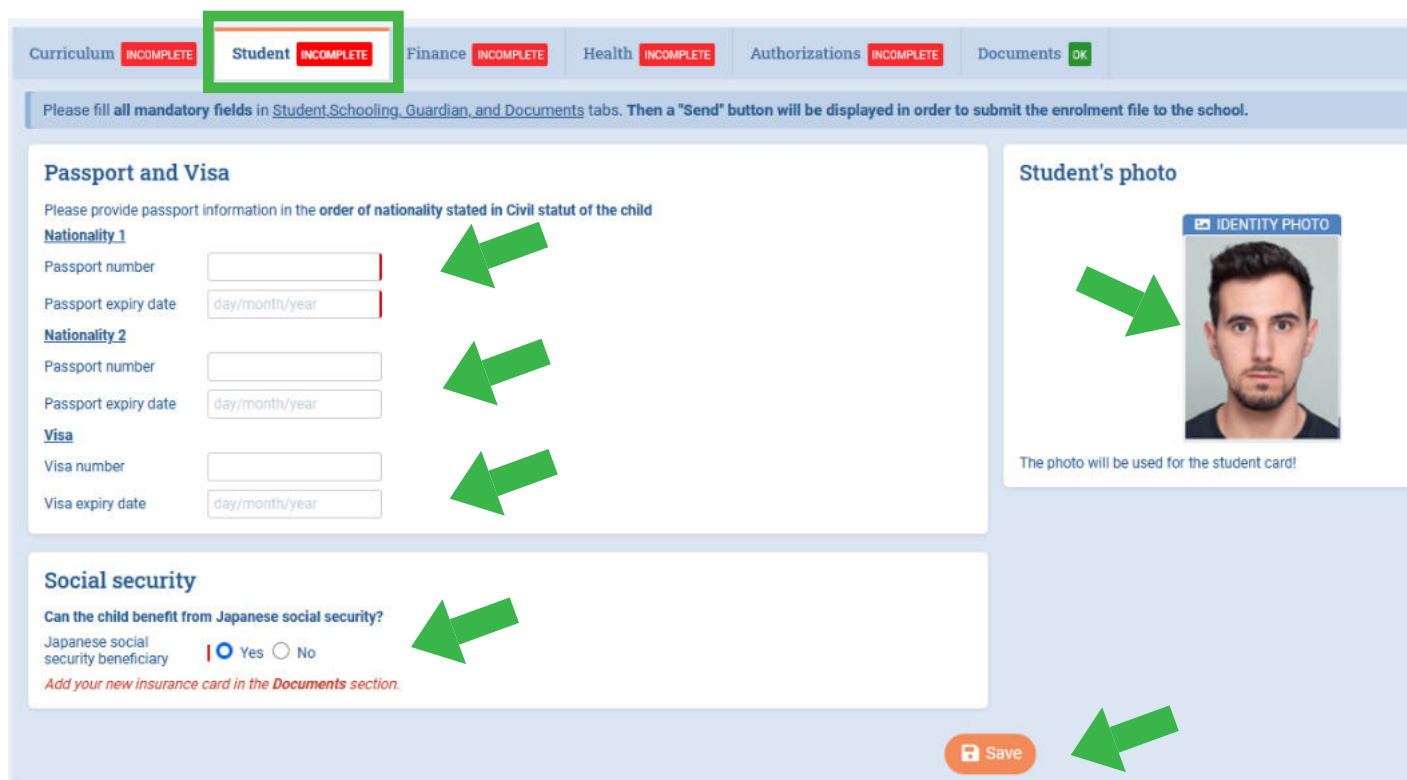
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When you have completed each field, click Register.



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Click on the next tab Student and fill in all required fields. Update information as needed

A screenshot of the EDUKA 'Student' tab form. The 'Student' tab is highlighted with a green box. The form includes sections for 'Passport and Visa' and 'Social security'. A 'Student's photo' section shows a photo of a man with a green arrow pointing to it. A 'Save' button is at the bottom right. The form also has a navigation bar at the top with tabs: Curriculum (INCOMPLETE), Student (INCOMPLETE), Finance (INCOMPLETE), Health (INCOMPLETE), Authorizations (INCOMPLETE), and Documents (OK). Below the navigation bar, there is a message: 'Please fill all mandatory fields in Student, Schooling, Guardian, and Documents tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.'

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Click on the Next Tab Finances, fill in all required fields. Update information as needed.

The screenshot shows the EDUKA re-enrollment interface. At the top, a navigation bar includes tabs for Curriculum (INCOMPLETE), Student (INCOMPLETE), Finance (INCOMPLETE, highlighted with a green box), Health (INCOMPLETE), Authorizations (INCOMPLETE), and Documents (OK). A message below the tabs states: "Les champs marqués d'un trait rouge sont obligatoires. Le bouton Envoyer le dossier apparaîtra lorsque toutes les données seront saisies." The main form is divided into several sections:

- Financial Terms 2025-26:** Includes a checkbox for "I have read the new 2025-2026 financial regulations and accept their terms." with a warning icon.
- Invoicing information:** A dropdown menu for "Payer Applied" is open, showing options for "Family" and "Company".
- Service Bento information:** Radio buttons for "I will provide a meal for my child" and "I wish to subscribe to the half-board service (This option triggers billing.)". A note below states: "The French International School Kyoto is not able to offer personalized menus that take allergies or other dietary restrictions into account."
- Preferred billing method:** A note says "The information entered below applies to the whole family." It lists "Quarterly billing" (Standard applied by default) and "Annual billing". A note specifies: "(Monthly billing must be requested by email before August 21st at [finance@kyoto.org](mailto:finance@kyoto.org) – select quarterly in this case.)". Radio buttons for "Quarterly" (selected) and "annual" are present.
- Donations:** A dropdown menu for "Would like to participate" is set to "No".

Green arrows point to the Finance tab, the Financial Terms checkbox, the Payer Applied dropdown, the Service Bento radio buttons, the Preferred billing method radio buttons, and the Donations dropdown.

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Please answer the health questions and submit certificates as needed under the "Documents" tab.

Curriculum **INCOMPLETE** Student **INCOMPLETE** Finance **INCOMPLETE** **Health INCOMPLETE** Authorizations **INCOMPLETE** Documents **OK**

The health information provided is from the previous year. If necessary, Fields marked with a red line are mandatory. The "Submit file" button will appear once all data has been entered.

### Allergies

*In case of severe allergies, please include a Medical Certificate stating the procedures to follow for the nurses (in the Documents tab)*

Does your child have any allergies?  Yes  No

Allergies

Allergy severity

Please describe the reaction and its intensity:

Allergy treatments

Treatments during school hours  Yes  No

Treatments during travel  Yes  No

If allergic, please describe the reaction and its intensity:

If allergic, please describe the treatment (spray, cream, tablet, anapen etc.):

### Medical certificate and prescription if necessary

Add the medical certificate and the doctor's prescription in the **Documents** section.

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### Arrangement Individual and Personalized Educational Plan (EBEP)

Did your child benefit from an adjustment to his schooling at his previous school ?  
If yes, please tell us which one below, and attach a copy of the plan in the Supporting Documents tab.

Educational adjustment  
In the previous school  PAI  PAP  PPS  AVS

Will the child have to benefit from an adjustment of his schooling within our school ?  
If yes, please tell us which one below :

EBEP plan  PAI  PAP  PPS  AVS

### Chronic disease

Please specify if your child is subject to any other disease we should be aware of

Chronic disease

Sight problems

Yes  No

Other information about the child's health :

Chronic illnesses and the regular use of medication within the establishment must be covered by a P.A.I (individualised reception plan).

### Vaccinations

Is your child up to date with his or her compulsory vaccinations?

Vaccinations  Antidiphtheria  Antitetanic  Polio

### Medical examination

If you are required to undergo a medical examination, please download the document below, complete it and upload it in the Documents tab: [Download the document](#)

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Renew permission to return home from school and permission to broadcast images and audio.

Curriculum **INCOMPLETE** Student **INCOMPLETE** Finance **INCOMPLETE** Health **INCOMPLETE** **Authorizations** **INCOMPLETE** Documents **OK**

Fields marked with a red line are mandatory. The Send file button will appear when the field is complete.

### Secondary school exit scheme

School exit scheme (6ème to 3ème) |  A: Strict  B: Flexible

**Regime A (Strict)** Unless there is an exceptional authorization from the family submitted in writing beforehand to the school office, the student must be present within the institution when the student goes to the study hall. Only in the case of a teacher's absence, which is planned and notified to the families, will students be allowed to leave earlier. The institution's conditions.

**Regime B (Flexible)** After family authorization, the student must be present according to their actual schedule. The student can therefore arrive later, for their first hour of class, then completely discharged from the moment the student leaves the premises under the mentioned conditions.

### Image and audio broadcast authorizations

I authorize my child to appear on:

- French International School Kyoto website
- French International School Kyoto blog (protected by password)
- social media
- Yearbook
- podcast

**Save**



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Use this tab to update student and parent/guardian documents.  
All expired documents must be updated to be current.

Curriculum **INCOMPLETE** Student **INCOMPLETE** Finance **INCOMPLETE** Health **INCOMPLETE** Authorizations **INCOMPLETE** **Documents OK**

### Documents requested for Prénom NOM

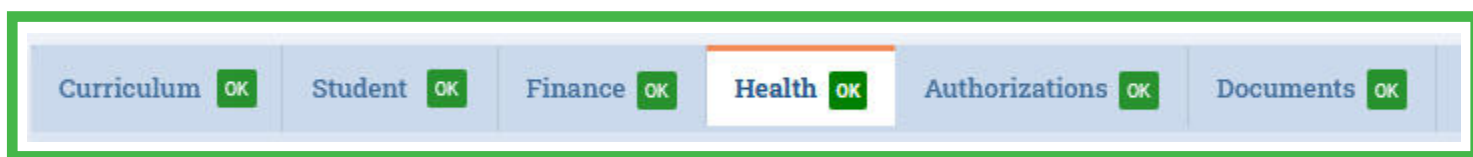
- ✓ Student's passport.**  
Student passport copy  
**EDIT** **↓** PASSEPORT\_YUGO\_LECACHEUR.JPG
- ✓ Health insurance card**  
The student's health insurance card  
**EDIT** **↓** CAPTURE DECRAAN 2024-02-07 155...
- ✗ Immunization certificates (and health record) of the student**  
This document is mandatory for registration but can be provided at the start of the school year.  
**EDIT** No file
- ✗ Medical certificate in case of severe allergies or asthma**  
Certificat Médical en cas d'allergie ou d'asthma GRAVE/ Medical certificate only for SERIOUS allergy or asthma  
**EDIT** No file
- ✗ Prescription**  
**EDIT** No file
- ✗ Arrangement individual and personalized educational plan**  
EBEP - Documents for justifying student with special needs  
**EDIT** No file

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Once you have answered each item and all tabs are marked "OK," you will be able to click on the button at the top of the screen to submit the re-enrolment file.



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

Thank you for completing the re-registration form. You can now click on the following button to submit your file.

Please **note**: once submitted, you will not be able to modify the file.

✓ Submit re-enrolment file

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Clicking on the "OK" button after checking the checkboxes will display a confirmation message.

### Sending your enrolment file

We thank you very much for sending us the re-enrollment file for your child.  
Your application will be carefully screened by our administrative staff in order to check that it is complete and meets all the re-enrollment requirements.  
A confirmation notice of the validation of your child's enrollment file will be further sent to you.

By sending the present re-enrollment file:

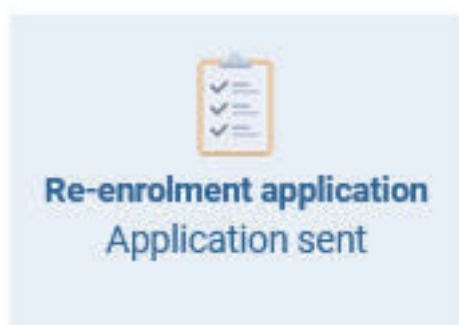
- We certify that all completed information is true and sincere,
- We certify giving all necessary authorizations in full knowledge of the terms and provisions, for the schooling of our child (rights to image, medical information, choice of options),
- We confirm our agreement to the Financial Terms for 2025-2026 and to the Internal Regulations which will be applicable to our child for the 2025-2026 school year,
- We confirm our intention to enroll our child at the 2025-2026 school year start.

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Your Re-enrolment file has been sent.  
After examination by the school, it will be validated.



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If you have other children, start again from step 3 and send the re-registration form for each of your children.

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For all new students (siblings), a registration procedure will be sent to you at a later date.