

Livingston Huaxia Chinese School Registration

Step by Step Guide

Create An Account

Go to www.livingstonhuaxia.org. Click *Online Registration* under the *Registration* Menu.



If you don't have an account, Click Create a new account.

Login To Your School Account

Username:

Password:

If you forget your password, you can [reset your password](#)
If you do not have an account, please [create a new account](#).

Enter

Provide your phone number and your email address and click Submit.

Your 10-digit phone number (e.g. 201-456-7890) will be your Family ID and will be used as the Username for login. Your initial/default password will be your phone number with hyphens (e.g. 201-456-7890). Once logged in, you have a chance to change your default password.

Family Registration Information

Please enter your phone number
() -

Please enter your email address

Once submitted, you need to provide parents information and home address.

Family Registration Information

Father Name Chinese English

Mother Name Chinese English

Address

City

State ▼

Zip Code

Email

Home Phone Number () -

Alternative Phone Number () -

Then you will get confirmation as the following.

You have successfully created an account. Your account username is 2014567890. Your account password is 201-456-7890.

Please click [here](#) to continue registration.

Use your phone number (without hyphens) as the username and the default password to login.

[Log into An Account](#)

Login To Your School Account

Username:

Password:

If you forget your password, you can [reset your password](#)
If you do not have an account, please [create a new account](#).

Enter

Once you are logged in, Click “New 2024-2025 School Year Class Registration”.

首页 Home	注册 Registration	校历 Calendar	学校规章 Regulation	学校管理 Administration	学生园地 Student World
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School Information Center

Teacher Section

[2023 - 2024 Grade Calendar](#)
[2023 - 2024 Teacher Class List](#)
[HSK Mock Exams and Vocabulary](#)

Registration Section

[*NEW* 2024 - 2025 School Year Class Registration](#)
[2024 - 2025 Course Introduction](#)
[Registration Policies](#)

Add Child Information

You need to add your child/children to your family account by clicking “Add A Child” link, which is above the Family Members table.

Family Members

[Add A Child](#)

Type	ID	Name	DOB	Sex	Action
Adult	20145678900	test1 测试一	Adult	M	Registration _HSK
Adult	20145678901	test2 测试二	Adult	F	Registration _HSK

Provide child information and click Confirm.

Student Registration Form

Chinese Name	<input type="text" value="测试三"/>	English Name	<input type="text" value="test3"/>
Date of Birth	January ▾ / 1 ▾ / 2015 ▾	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female

Confirm

Clear

Register Classes

Please check to confirm the school policies on top of the Family Profile page before any class registration, including the LHXCS guidelines and photo permission options.

Family Profile

[学生守则](#) [家长须知](#) [安全守则](#) [学籍管理](#) [食品饮料](#)

- By checking this button you consent read and agree to comply with all LHXCS guidelines and policies.
I give LHXCS permission to use photo or video of my child in school activities Yes No

Now you can register classes for a child or for an adult by clicking the “Registration” link in the Family Members table.

Family Members

[Add A Child](#)

Type	ID	Name	DOB	Sex	Action
Adult	20145678900	test1 测试一	Adult	M	Registration HSK
Adult	20145678901	test2 测试二	Adult	F	Registration HSK
Child	1501012013	test3 测试三	01/01/2015	M	Registration HSK

You can pick one Chinese class and up to two culture classes.

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Course Registration Form

Student ID	1501012013	Family ID	2014567890
Chinese Name	测试三	English Name	test3

Register New Courses

Course Name	Course ID	Tuition	Schedule
标准中文二年级(Grade 2) 9:00--10:35	ZW2	\$670	9:00--10:35
绘画小班(Art Beginner) 9:50--10:35	HH1	\$470	9:50--10:35
Culture Class 2			
<input type="button" value="Confirm"/> <input type="button" value="Clear"/>			

Click Confirm to finish the registration.

You can Delete your registration by click the “Delete” link before the first school day.

Make Payment

You can click “Print Registration Form” link, which is located above the Family Members table in the Family Profile page.

[Save Change](#) | [Print Registration Form](#) | [Print Admission Slip](#)

Family Members

[Add A Child](#)

Type	ID	Name	DOB	Sex	Action
Adult	20145678900	test1 测试一	Adult	M	Registration HSK
Adult	20145678901	test2 测试二	Adult	F	Registration HSK
Child	1501012013	test3 测试三	01/01/2015	M	Registration HSK

The form has all your registration details and tuition and fee breakdown. Please follow the payment instructions, which are in RED texts, to make the payment. We prefer online Zelle payment. Please make sure that you always include your Family ID, which is your phone number that you have used to create your account, in the memo section of your Zelle pay or on your Check.

You don't need to email or send in your registration form. We have the records online.

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