



## BOUNDARY EXEMPTIONS

Boundary Exemptions are now processed in Synergy through what is known as the Lottery System. Families will submit a Boundary Exemption form through ParentVUE that will then be processed by designated site staff using the guide below.

### PROCESSING A BOUNDARY EXEMPTION

Please note families can submit multiple forms for different sites, but no more than one application per site. Even if a form is denied, a parent cannot resubmit an application for the same site. Families can also apply for both currently enrolled students and new to the district students.

**Boundary Exemptions are in the SY22-23 school year: Ensure you adjust your focus accordingly**

1. In Synergy navigate to: Synergy SIS > Online Registration: **Lottery Application Queue**
2. You will see a list of all students that have a submitted Boundary Exemption form
  - Currently enrolled students show with a hyperlink. Non-enrolled/new students, do not have a hyperlink
3. There are only 3 actions:
  - a. **Approve** Application
  - b. **Principal Approval** is an indicator that must be marked prior to accepting the application – this is to allow for tracking of exemptions that are approved/denied
    - i. Simply click on the **Yellow Exclamation mark** and in the **Validation Value** select: **Yes and Save**
    - ii. Once the **Principal Approval** is marked, the student can be marked as: **Approved**
  - c. **Deny Application**
  - d. Parents do not receive any notification of their approval/denial in ParentVUE
4. Once students are Approved/Denied, they will move to the appropriate status:
  - a. Pending
  - b. Denied
  - c. Approved

Line	Setup	Definition	School	Applied	Status	Actions	Student	Student	Student	Points	Parent Agreement	Flags	Principal Approval	Comment
1		Boundary Exempt Request	Big Lake Elementary	02/15/2022	Pending	Q Review, Approve, Deny	Henderson, Harper M.	1	149645	1	Yes	None	Yes	Add a Comment
2		Boundary Exempt Request	Big Lake Elementary	02/15/2022	Denied	Q Review, Retract	Henderson, Zoey G.	1	153952	1	Yes	None	Yes	Status changed from Pending to Denied by Dina H...
3		Boundary Exempt Request	Big Lake Elementary	02/15/2022	Approved	Q Review, Retract	Henderson, Dina R.	1		1	Yes	None	Yes	Status changed from Pending to Approved by MAND...