

PARENTVUE: SUBMITTING A BOUNDARY EXEMPTION

Boundary Exemptions are now processed in Synergy through an application submitted through ParentVUE.

Go to Matsuk12.us > Parent Quick Links > **ParentVUE** and login using your credentials. For login support, please contact the Call Center at 761-HELP.

Once logged in:

1. In the top right corner, Click on: **Online Registration**
2. On the bottom, select: **Boundary Exempt Request**
3. Click on: **Begin New Registration** and input the necessary information
4. When you reach the **STUDENTS** section, select **APPLY** for the student you are submitting an exemption for and/or **Add New Student**
5. Input necessary information
6. On the **School Selection** tab:
 - Input the school you are requesting an exemption for
7. If there are any additional students you are submitting an exemption for, select **APPLY** next to their name and/or click: **Add New Student** and repeat the process as needed
8. **REVIEW/SUBMIT** all necessary information and click: **Review** and then **Submit**
9. Once the information is processed by the front office of the school, you will be notified

The screenshot displays the ParentVUE interface for a user named Harper at Mat-Su Central School. The interface is divided into several sections:

- Top Navigation:** Includes 'Streams', 'My Account', 'Online Registration', and 'Logout'. A red circle '1' highlights the 'Online Registration' link.
- User Profile:** Shows the user's name 'Harper', ID '148645', and school 'Mat-Su Central School'. A 'Report Absence' button is visible.
- Recent History:** A table showing registration history. A red circle '2' highlights the '2021-2022 Boundary Exempt Request' entry.
- Registration Selection:** A dropdown menu to select an online packet. A red circle '3' highlights the 'Begin New Registration' button.
- STUDENTS Section:** A table listing students for whom exemptions are being requested. A red circle '4' highlights the 'Apply' button for Zoey Henderson.

First Name	Last Name	Grade	Apply	School Selection	Status
Zoey	Henderson	KG	Apply		
Harper	Henderson	1	Apply		
- SCHOOL SELECTION Section:** A form for selecting a school. A red circle '6' highlights the 'School Selection' dropdown menu, which is currently set to 'Larson Elementary'.