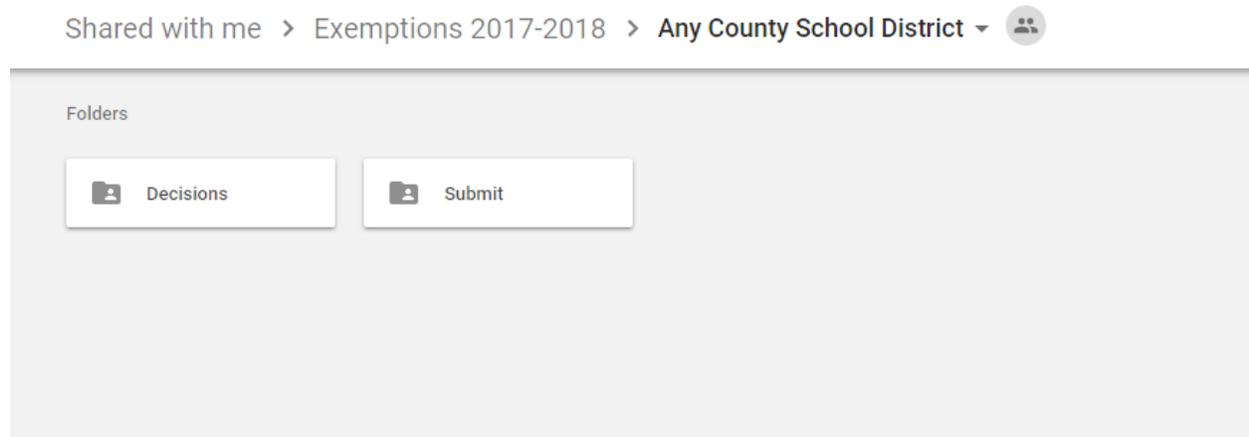
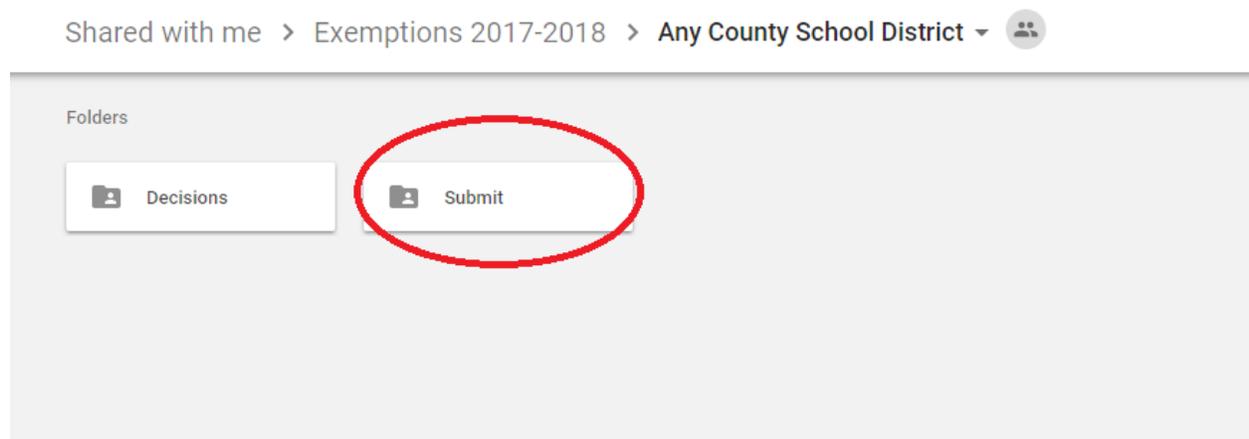


Exemption Request Tutorial

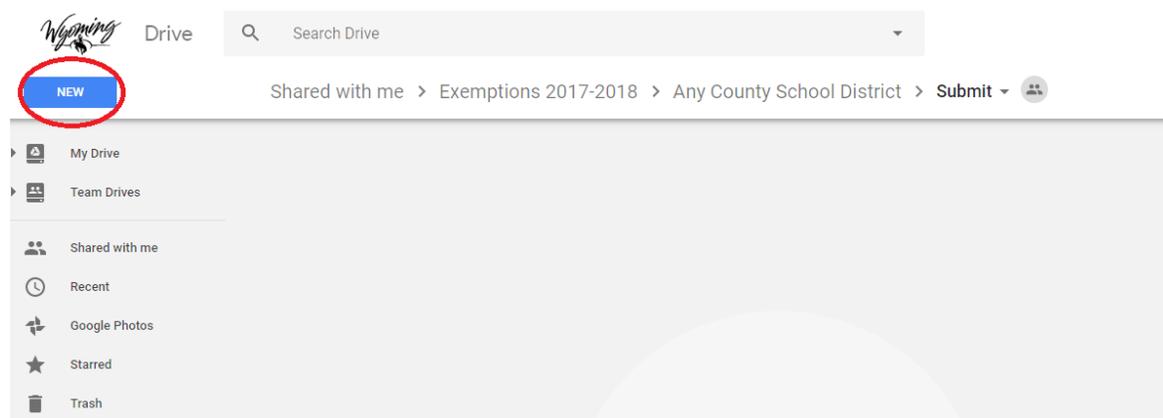
Step 1: After you have requested access to your secure Google folder from Catherine Palmer (catherine.palmer@wyo.gov) or Michelle Carroll (michelle.carroll@wyo.gov) you will receive a link to your school's secure google folder. The Google folder will contain a folder for submitting materials and a decisions folder.



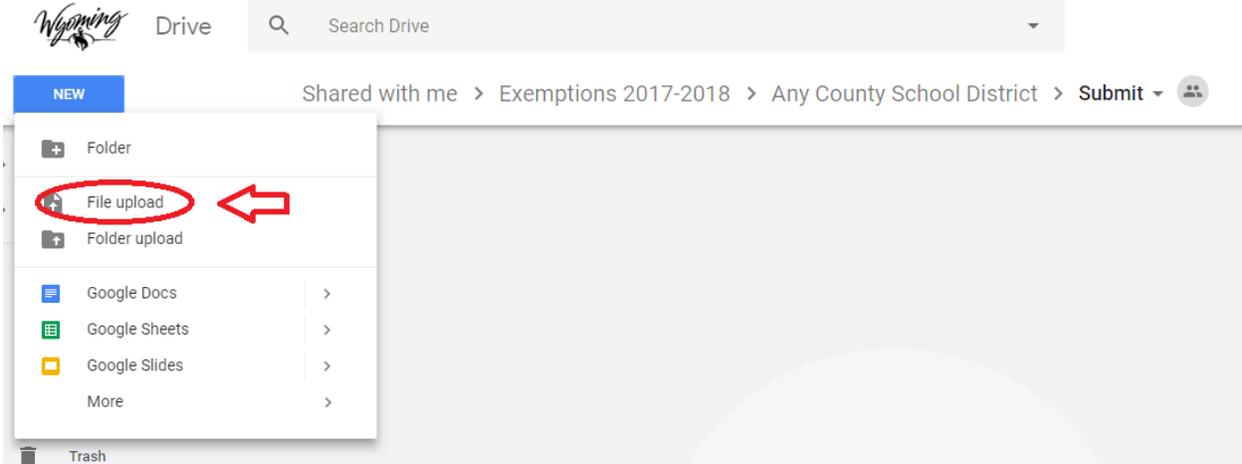
Step 2: In order to submit your exemption request, select the 'Submit' folder.



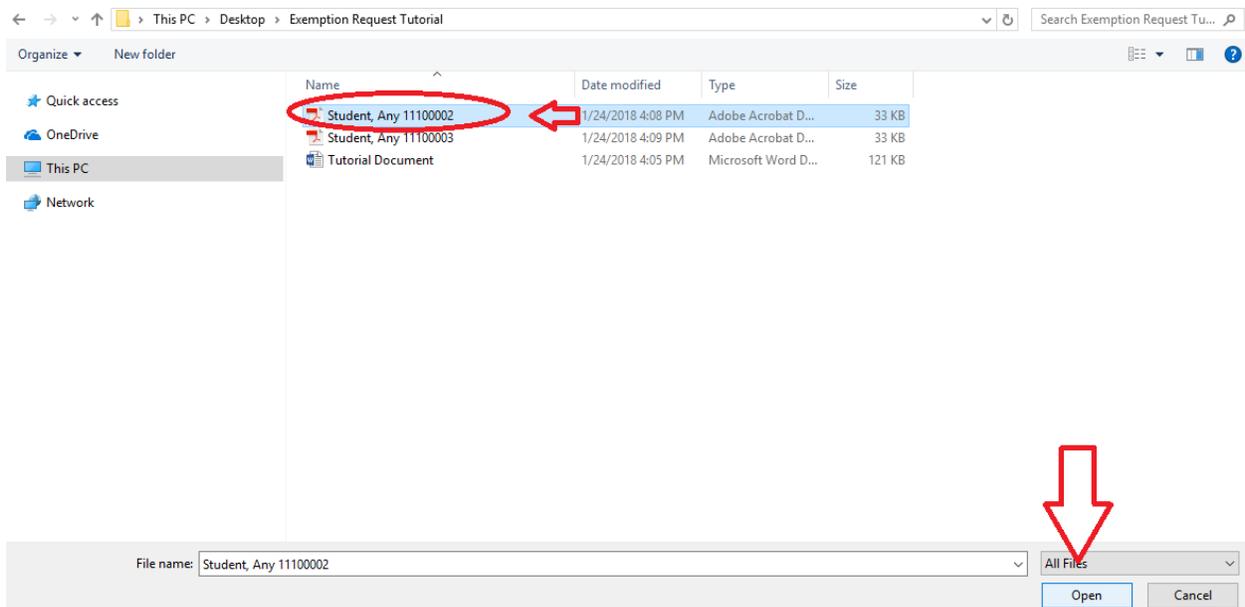
Step 3: Select 'New' in the upper left corner.



Step 4: After selecting 'New' a dropdown menu will appear. Select 'File Upload' from the menu.

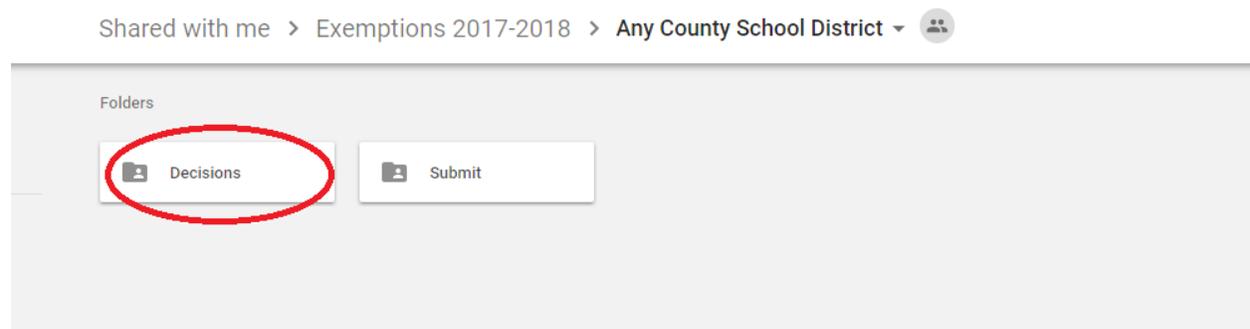


Step 5: Select the student file you wish to upload and click 'Open'.

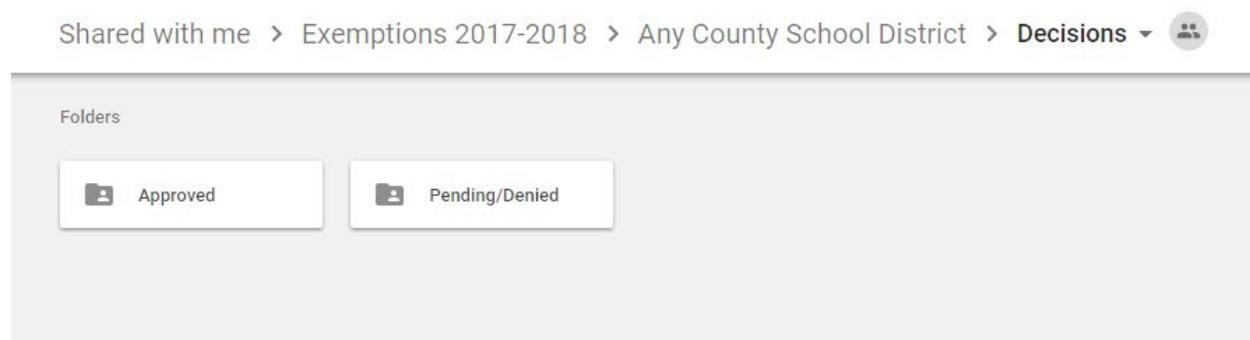


After you select 'Open', the file will be uploaded to your submission folder. Use this process to upload exemption requests and required documentation.

In order to view approved or pending submissions, select the 'Decisions' folder.



The 'Decisions' folder contains an 'Approved' folder and a 'Pending/Denied' folder.



The 'Approved' folder contains the files of the students whose requests have been received, processed, and no further information is needed.

The 'Pending/Denied' folder contains the exemption requests for whom the exemption is denied, or additional information is needed (including information about what information is needed) for 'Pending' requests to be approved.