

2010-2011 Weston PTO Student Directory Exception Form

The Weston PTO has been hard at work studying its Student Directory and Calendar and looking for ways to improve upon it. As a result, the 2010-2011 Student Directory and Calendar will have a new format. This new format will allow families to include one email address per household as part of the student listing. If a child's parents or guardians live separately, there is the option to have multiple listings in the directory (see Section 2 for specifics). The Student Directory will include your child's name, address, telephone number, parents' names, and primary email address exactly as it is listed in the official record at his or her school.

You have an option to exclude your child's information from the publication but Massachusetts law requires that you complete a Request for Exclusion Form to do so – the form on the back of this page serves that purpose. The PTO also provides the option to publish your child's information but exclude parents' names and/or email address.

Please note:

- **If you choose to have information excluded, including the exclusion of your child's name, or if you choose to list two home addresses, you MUST complete one of the following sections of this form. Please complete the necessary information requested on the back of this page.**
- **This form must be completed each year; without a currently signed form for the upcoming school year, your child's information will be published in the default format – child's name, address, phone number, parents' names, family email address, and only one entry per child.**
- **If you would like your child's information published in the default format, you do NOT need to complete this form.**
- **Please mail this completed form to Weston PTO, c/o Robin Ewald, 4 Whispering Lane, Weston, MA 02493. All requests must be received by May 22, 2010.**
- **If you had inaccurate information in last year's Student Directory, or have recently moved, it is important that you ask the Administrative Assistant of your child's school to make the changes in the database that is used for the PTO Student Directory. Please do not contact the PTO Calendar Production or Membership volunteers for changes in your address or contact info. If you have children at more than one school, you must contact each child's school to make the necessary corrections.**

If you have any questions regarding this form or the Student Directory, please contact Robin Ewald at robinwill@comcast.net or 781-899-4570.

SPECIAL REQUESTS:

1. Do you want your child's name and information excluded from the Student Directory? ___ Yes ___ No
2. Do you want your child's parents' names excluded from the Student Directory? ___ Yes ___ No
3. Do you want the family email address excluded from the Student Directory? ___ Yes ___ No
If you answered yes to any of these 3 questions, please complete Section 1.
4. Do you want a second address listed for your child in the student directory? ___ Yes ___ No
If you answered yes, please complete Section 2.

Please turn page over to complete forms

Section 1: Request to Exclude Information from Directory

If you answered "yes" to Special Request Question Nos. 1, 2, or 3, please complete this section. Massachusetts Law requires that you complete this form.

Child's Name _____ Grade as of Sept. 2010 _____

Child's Name _____ Grade as of Sept. 2010 _____

Child's Name _____ Grade as of Sept. 2010 _____

Parent/Guardian Name _____

Address _____ Telephone _____

Email _____

Parent or Guardian Signature _____ Date _____

Section 2: Request to Add a Second Address

The PTO offers this option in recognition of the fact that parents or guardians may live separately and wish to list the names, addresses, telephone numbers and email addresses of both households. As space in the directory is limited, this option is **ONLY** offered in those situations where a child's parents or guardians live at two different addresses. In order to include two addresses for your child, please see the instructions below:

- It is preferable to have **BOTH** parents or guardians sign this form. If that is possible, the second address information should be included below and both parents or guardians should sign this form.
- However, in those cases where both parents do not sign the same form, but the parent/guardian whose address would not otherwise be listed in the Student Directory (second address parent) desires to be listed, the second address parent must provide the information required below **and** submit proof of legal guardianship or custody in order to be included in the Student Directory.
- Once the second address has been established, such listing can be continued from year to year **with** the completion of this form and **without** proof of legal guardianship or custody being submitted again upon the yearly request of the second address parent unless **and until** such time as the first address parent submits proof that the second address parent no longer has legal custody or guardianship.
- **Please note that you must submit this form each year to continue to add a second address to the student directory.**

Child's Name _____ Grade as of Sept. 2010 _____

Child's Name _____ Grade as of Sept. 2010 _____

Child's Name _____ Grade as of Sept. 2010 _____

Address No.1 _____ Telephone: _____

Email: _____

Parent/Guardian Name(s) to be listed with this address _____

Parent/Guardian Signature _____ Date _____

Address No.2 _____ Telephone: _____

Email: _____

Parent/Guardian Name(s) to be listed with this address _____

Parent/Guardian Signature _____ Date _____