

Exception Form 2 Request to Exclude Information from Student Directory

The 2011-12 Weston PTO Student Directory will list your child's name, address, telephone, parents' names, and primary email address exactly as it is listed in the official record at his or her school. The PTO offers you the option to exclude your child's information and/or parents' information from the Student Directory. To do this, Massachusetts law requires that you complete a Request for Exclusion Form. You must file this request with the PTO every year or your listing will default to the standard format. **If you want to be listed in the default format, you do not need to fill out this form. This is an exception form to exclude information.**

When to Complete This Form:

- If you choose to have your information excluded, you **MUST** complete this form.
- 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.
- To *request a second address*, you must use a separate form, Exception Form 1/For Parents (Guardians) Residing at Two Separate Addresses.
- All requests must be received by **May 20, 2011**. Please mail a signed form to: Weston PTO, c/o Carrie Winchman, 7 Loring Road, Weston, MA 02493. You can also scan a completed (signed) form and email to carriewinchman@comcast.net.
- If you had inaccurate information in last year's directory or your contact information has changed, **please contact your child's school and make all changes with the Administrative Assistant of your child's school in their database**. Please do not contact the PTO Calendar volunteers or Membership volunteers to make changes to your school contact information. **If you have children at more than one school, you must contact each child's school to make the necessary corrections.**

Request to Exclude Form:

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's email address excluded from the Student Directory? ___ Yes ___ No

Child's Name _____ Grade as of Sept. 2011
 Child's Name _____ Grade as of Sept. 2011
 Child's Name _____ Grade as of Sept. 2011
 Child's Name _____ Grade as of Sept. 2011

Parent/Guardian Name(s) _____
 Address _____
 Telephone _____
 Email _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please mail completed forms to: Weston PTO, c/o Carrie Winchman, 7 Loring Rd., Weston, MA 02493. You can also scan and email a signed form to: carriewinchman@comcast.net. Questions regarding this form or the directory can be directed to Carrie Winchman at 781-373-2266.