

Exception Form 1 For Parents Residing at Two Separate Addresses

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. For parents or guardians who live at two separate addresses, the PTO offers you the option to add a second address to your directory listing(s). As we start each publication with the official school record, you must file this request with the PTO every year or your listing will default to a standard one-household format. **If you live together in one household, you do NOT need to fill out this form. This is an exception form only for parents residing at two separate addresses.**

When to 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 above-described default format, and only one entry per child.
- To *exclude* information from the directory, you must use a separate form entitled Exception Form 2/Request to Exclude Information from the 2011-2012 Weston PTO Student Directory.
- 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 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 PTO Calendar volunteers and PTO Membership volunteers to request changes to school contact information. **If you have children at more than one school, you must contact each child's school to make the necessary corrections.**

How to Complete This Form:

- It is preferable to have **BOTH** parents or guardians sign this form. If that is possible, the second address information should be included on this form and both parents and guardians should sign this form.
- However, in those cases where both parents do not sign the same form, but the "Second Address Parent" desires to be listed, the Second Address Parent must provide the information required below and submit proof of legal guardianship or legal 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 legal 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 remember **that you must submit this form each year to continue to list a second address.**

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

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 _____

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