Exception Form 1

For Parents Residing at Two Separate Addresses

The 2013-14 Weston PTO Student Directory will list your child's name, address, telephone, parent 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.

When to Complete This Form:

- **If you live together in one household, you do NOT need to fill out this form.** This is an exception form *only for parents who are residing at two separate addresses.*
- 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, use *Exception Form 2: Request to Exclude Information from Student Directory.*
- All requests must be received by **May 24, 2013**. Please mail a signed form to: Weston PTO, c/o Melissa Galton, 171 Ridgeway Road, Weston, MA 02493. Or email a copy of the signed form to: mgalton@comcast.net.
- If you had inaccurate information in last year's directory or your contact information has changed do not use this form. To correct errors in last year's directory, **please contact the main office of your child's school and ask the Administrative Assistant to update your information in the school database**. **This year an email was sent to you from your child's school which allows you to update this information online.** Note: PTO volunteers cannot make edits to school databases. **Also, if you have more than one child, you must contact each school where you have a child attending.**

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 **you must submit this form each year to continue to list a second address.**

Child's Name _____ _____Grade as of Sept. 2013
Child's Name _____ _____Grade as of Sept. 2013
Child's Name _____ _____Grade as of Sept. 2013
Child's Name _____ _____Grade as of Sept. 2013

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 Melissa Galton, 171 Ridgeway Road, Weston, MA 02493. Or email a copy of the signed form to: mgalton@comcast.net. Questions regarding the form or student directory can be directed to Melissa at mgalton@comcast.net.