



**Directory & Photo Exclusion Form  
2012-2013**



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The 2012-13 Our Lady's Academy PTO Student Directory will list your child's name, address, telephone number, parents' names, and primary email address exactly as it is listed on the re-registration form. 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 (child's name, address, phone number(s), parents' names, and family email address). If you want to be listed in the default format, you do not need to complete this form. *If your personal information has changed, please send an email to [ptoboard@ourladysacademy.org](mailto:ptoboard@ourladysacademy.org). **This is an exception form to exclude information only.***

Each year we create photo displays, marketing materials, and update our website to feature our school community. In order to feature as many of our students as possible, we ask for your permission to use their image in our marketing materials such as, but not limited to: brochures, flyers, advertisements, and the Our Lady's Academy website.

**Who should complete this form?**

- Anyone wishing to have information excluded from the student directory complete questions 1-5 below.
- Anyone who does not grant permission for the use of his/her child's photograph in our marketing materials complete question 6 below.
- This form must be completed each school year.

**Request to Exclude:**

- |  |                |
|--|----------------|
| 1. Do you want parent name(s) excluded from the Student Directory?             | ___ YES ___ NO |
| 2. Do you want the family's email address excluded from the Student Directory? | ___ YES ___ NO |
| 3. Do you want the student's home address excluded from the Student Directory? | ___ YES ___ NO |
| 4. Do you want phone number(s) excluded from the Student Directory?            | ___ YES ___ NO |
| 5. Is your contact information different from your re-registration form?       | ___ YES ___ NO |
| 6. Do you want your child's photo excluded from marketing materials?           | ___ YES ___ NO |

Child's Name \_\_\_\_\_  
 Child's Name \_\_\_\_\_  
 Child's Name \_\_\_\_\_

Grade as of Sept. 2012 \_\_\_\_\_  
 Grade as of Sept. 2012 \_\_\_\_\_  
 Grade as of Sept. 2012 \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

All requests must be received by **August 1, 2012**. Please mail completed forms to: Our Lady's Academy PTO, 920 Trapelo Road, Waltham, MA 02452. You can also scan and email a signed form to: [ptoboard@ourladysacademy.org](mailto:ptoboard@ourladysacademy.org).

