

IN-PERSON LEARNING Edition



Quick Reference:

[MSE Teacher and Assignment Directory](#)

What if my student will be late or absent?

You must notify us by one of two ways:

➤ **Email Note**

Parents/guardians should send an email from the email address of the parent/guardian on file with the district by 9:00 AM on any day that their child will be absent or tardy.

- ✓ Middle School East: attendanceMSE@boyertownasd.org

➤ **Electronic Note**

Parents/guardians may use the district website/app and fill out the absence note by 9:00 AM on any day that their child will be absent or tardy.

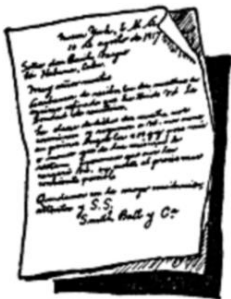
- ✓ Please choose your student's school to submit an electronic form:
- ✓ [Middle School East](#)

★ *Please refer to the East Student Handbook for further guidelines ★
regarding our district's attendance procedures.*

[BASD Middle School Handbook](#)

What should I do if I have to pick up my student from school for an appointment during the school day the end of the day?

If a student needs to be picked up early for an appointment, (any time prior to 2:40 PM dismissal) the student **must bring a note into the office before homeroom** on the morning of the appointment stating who will be picking the student up and at what time. The note will be signed and used as a pass for the student to show their classroom teacher, leave class and report directly to the office with their note/pass to meet their pick-up. That person should approach the front door wearing a mask, and be prepared to **present their driver's license/ID -- they must match the name given on the note.** Students **WILL NOT BE RELEASED** to anyone unless a driver's license/ID is presented. *Please note, we do not call the student's classroom at time of pick up so as not to interrupt instructional class time, nor can we accept verbal pick up requests over the phone.



We have a vacation planned during the school year—what is the procedure?

Parents are strongly encouraged to defer trips with their children to non-school days. However; if a trip is planned during scheduled school time, the parent and student must complete an Application for an Educational Trip Form from the East Website: [Secondary Educational Trip Request Form](#)

- Print, complete, and send back to cbullick@boyertownasd.org or **attach it to the online absence form.** A copy of the approved form will be emailed back to the parent/guardian.

We must receive the completed form at least two days BEFORE any planned absence. Trip dates during standardized testing windows will not be approved and; therefore, will be marked unlawful (UL).



Middle School East – “Do’s”

- ✓ Make sure your email is up-to-date in your student's portal to receive all communications!
- ✓ Check our website frequently! [BASD Middle School East](#)
- ✓ Refer to the East Student Handbook on our website for further details of our school policies!

[BASD Middle School Handbook](#)

Important Contact Information

**Voice Mail is available to leave a message anytime of the day or evening.*

Middle School East Main Office – 610-754-9550

MSE Attendance Office – 610-473-3904

Nurse's Office – 610-473-3970

Mrs. Bellino, 6th Gr. School Counselor – 610-473-3990

Mrs. Malfaro, 7th Gr. School Counselor – 610-473-3987

Ms. Williams, 8th Gr. School Counselor – 610-473-3991.

For technical support during remote learning,
please call the **IT Help Desk**
610-473-3500, Option 1.

If you are experiencing issues with Infinite
Campus Parent Portal, Student Portal, or
Messenger, please contact

CampusPortalHelp@boyertownasd.org