

VIRTUAL Edition



Quick Reference:

[MSE Teacher and Assignment Directory](#)

What if my student is late, absent, or has an appointment?

If your student is late logging on, will be absent for the day, or logging off early to attend an appointment, 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, tardy, or signing out early for an appointment.

- ✓ 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. This form of communication will not need a phone call or follow-up handwritten note.

- ✓ 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](#)

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