

Spectrum Academy

Secondary

Excusing Absences and Tardies

What is excused:

- Excuse medical, dental, counseling, etc. absences (a term) when a Dr's note is turned into the office.

Note: Excusal notes from medical, dental, counseling, etc. can be accepted/excused up to 4 days after the student returns to school but, must be day and student specific, and signed by a doctor.

- Excuse (5) unexcused absences and / or equivalent tardies (3 tardies = 1 absence) (a term) when attendance link/form completed.

What you need to do:

- [Click here](#) to get to the excusal form
- Or you can go to the Spectrum PG webpage > Parent portal > PG Secondary > Absence Excusal Form > complete form (we try to update attendance on Fridays).
- Notify teacher(s) by email if a student will be absent for more than (3) days.
- Check student attendance through your Aspire.

For Extended absences, please contact your front office for the required form.

Any questions please feel free to contact the front office.

Thank you,

Cristina Martinez: Office Manager, Secondary (Ext 5301)

Martha McIff: Office Manager, Elementary (Ext 5102)

Cynthia Whetten: Office Manager, Stars (Ext 5550)