

# Spectrum Academy

## 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 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 on link below to get to the excusal form.  
<https://docs.google.com/forms/d/e/1FAIpQLScQzwNcleFRkWiu91ke-aGwUfbktGLNDx6gc-HcxMpThHkwew/viewform>
- Or you can go to the Spectrum PG webpage> Parent portal> PG Elementary> Absence excusal> complete form (we try to update attendance on Fridays).
- Notify teacher(s) by email if 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,

Martha McIlff: Office Manager, Elementary (Ext 5102)

Cristina Martinez: Office Manager, Secondary (Ext 5301)

Cynthia Whetten: Office Manager, Stars (Ext 5550)