Personal Curriculum Application and Plan

The parent or legal guardian of a student, the student’s teacher or counselor may request a personal curriculum that modifies certain requirements of the Michigan Merit Curriculum. The pages that follow include the PC application and the plan template for students with an IEP, including a description of allowable modifications available to general education students through the personal curriculum option.
REQUEST FOR PERSONAL CURRICULUM FOR STUDENTS WITH AN IEP

Date of Request:

DIRECTIONS: This page is to be completed by the parent(s) and/or adult student, or school personnel in agreement with the parent(s) or adult student. This form needs to be submitted to the student’s counselor for consideration of a personal curriculum. Following the receipt of this request, the counselor will initiate the Personal Curriculum Development process.

STUDENT INFORMATION (Complete all sections)

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Grade:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Parent/Guardian:</th>
<th>DOB:</th>
</tr>
</thead>
</table>

Requested By:  
- Parent  
- Guardian  
- Student (18 or older)  
- School Personnel  
- Other:  

Home Phone:  

Anticipated Graduation Date:  

School:  

Counselor/Teacher:  

MODIFICATION REQUEST  
Select what area(s) to Michigan Merit Curriculum are in need of proposed modification(s)

<table>
<thead>
<tr>
<th>English Language Arts - 4 Credits</th>
<th>Mathematics - 3.5 to 4 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Grade 9</td>
<td>☐ Algebra 1</td>
</tr>
<tr>
<td>☐ Grade 10</td>
<td>☐ Geometry</td>
</tr>
<tr>
<td>☐ Grade 11</td>
<td>☐ Algebra 2</td>
</tr>
</tbody>
</table>
| ☐ Grade 12                       | ☐ Additional Math Related Credit: _______________________

<table>
<thead>
<tr>
<th>Science - 3 Credits</th>
<th>Social Studies - 3 Credits (including .5 Civics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Biology</td>
<td>☐ World History/Geography</td>
</tr>
<tr>
<td>☐ Chemistry or Physics</td>
<td>☐ US History/Geography</td>
</tr>
<tr>
<td>☐ Additional Science: ___________________________</td>
<td>☐ Economics</td>
</tr>
<tr>
<td></td>
<td>☐ Civics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Education &amp; Health - 1 Credit</th>
<th>World Language - 2 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PE (required MI statute 380.1502)</td>
<td>☐ _________________________</td>
</tr>
<tr>
<td>☐ Health (HIV/Aids instruction required 380.1169)</td>
<td></td>
</tr>
<tr>
<td>☐ Online Learning Experience - 1 Credit</td>
<td>☐ Visual, Performing, or Applied Arts - 1 Credit</td>
</tr>
<tr>
<td>☐ Career and Technical Education</td>
<td></td>
</tr>
</tbody>
</table>

Describe the Curriculum Modifications that you would like to have included in the PC Plan

1. 

2. 

3. 

SIGNATURES

Requested By:  
- Name:  
- Position/Role:  
- Date:  

Received By:  
- Name:  
- Position/Role:  
- Date:  

PC Development Team Coordinator
Personal Curriculum Purpose

The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who need to individualize learning requirements to meet the MMC requirements.

**DIRECTIONS**

This form is to be used by the student’s counselor to track the Personal Curriculum process.

**PERSONAL CURRICULUM PROCESS**

☐ 1. PC is requested by a parent/legal guardian or emancipated student or school personnel.

☐ 2. Student meets Michigan Personal Curriculum application requirements.

☐ 3. Counselor schedules the PC Development Team committee.
   A. Identify team members.
   B. Send team members, student, and parent/legal guardian notice of meeting.
   C. May not require an “in-person” meeting of the group.

☐ 4. Staff collects documents for team to review. (See list of documents on the Personal Curriculum Determination Form)

☐ 5. PC Development Team reviews the student’s Education Development Plan (EDP) and vision for their future.

☐ 6. PC Development Team reviews necessary documents. The Personal Curriculum Determination Form and Plan are completed by the PC Development Team.

☐ 7. The PC must meet as much of the MMC as practicable and must include measurable goals and a method of evaluation.

☐ 8. The PC Development Team or group determined that the modification is consistent with both the EDP and the IEP.

☐ 9. The PC Plan is agreed upon by the parent or student (if the student is 18 or older).

☐ 10. PC paperwork is sent to the superintendent for their agreement or disagreement. Please include the following documents:
   - Request for PC
   - Determination
   - PC Plan
   - Transcript
   - EDP

☐ 11. Appropriate staff implements the agreed upon PC.

☐ 12. Revision to a PC may be made using the same process as the original PC.

Comments:
PERSONAL CURRICULUM DETERMINATION
FORM FOR STUDENTS WITH AN IEP

Date:

DIRECTIONS
This form is to be completed by the Personal Curriculum Development Team.

1. STUDENT INFORMATION
   Name: ___________________________ DOB: ____________ Current Grade: ________
   School: __________________________ Date of PC Request: ________________

2. SOURCES OF EVALUATION INFORMATION (Check each document used to determine eligibility for the personal curriculum and attach the data that supports the recommendation)
   □ Review EDP - career goals or pathway, educational training goals, plan of action
   □ IEP Information Date of Current IEP SE Eligibility Area(s)
     Review Current IEP accommodations/modifications
     Review Current IEP goals/objectives
     Review History of goals/objectives in the deficit area that demonstrates an inability to meet grade level course expectations
     Review District and State Assessments
     Review Attendance/behavioral records
     Review Curricular Assessments
     Review Grades and/or transcripts - attach current copy of transcript.
     Teacher input
     Course of study leading to a diploma
     Other (specify)

3. PC TEAM PARTICIPANTS (Signature indicates participation)

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian</td>
<td></td>
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<tr>
<td>Parent/Guardian</td>
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<tr>
<td>Counselor/Designee</td>
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<tr>
<td>School Psychologist</td>
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<tr>
<td>Special Education Teacher</td>
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<tr>
<td>General Education Teacher</td>
<td></td>
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<tr>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

4
## PERSONAL CURRICULUM FOR STUDENTS WITH AN IEP

**Date:**

### 1. STUDENT INFORMATION - (Complete all sections.)

<table>
<thead>
<tr>
<th>Name:</th>
<th>DOB:</th>
<th>Current Grade:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>Counselor/Teacher:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

### 2. COMMITTEE MEMBERS’ SIGNATURES - (Signature indicates participation)

**PC PLAN DEVELOPMENT TEAM MEMBERS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Principal/Administrator</td>
<td></td>
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<tr>
<td>Parent/Guardian</td>
<td></td>
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<tr>
<td>Content Area Teacher</td>
<td></td>
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<tr>
<td>Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Special Education Teacher or Consultant</td>
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<tr>
<td>High School Counselor/Designee</td>
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<tr>
<td>Other</td>
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<tr>
<td>School Psychologist</td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

### 3. STUDENT CAREER PATHWAY AS INDICATED ON THE MOST RECENT EDP

- [ ] Arts and Communication
- [ ] Business Management, Marketing and Technology
- [ ] Engineering/Manufacturing and Industrial Technology
- [ ] Health Services
- [ ] Human Services
- [ ] Natural Resources and Agriscience

List Three Careers

1. 
2. 
3. 

Student’s Career Vision

### 4. MMC CREDIT AUDIT - (Check which credits have already been earned & enter date of completion. 4 credits are required.)

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Credits Completed:</td>
<td>Number of Credits Completed:</td>
<td>Number of Credits Completed:</td>
<td>Number of Credits Completed:</td>
</tr>
</tbody>
</table>

### 5. MMC ENGLISH LANGUAGE ARTS CREDIT MODIFICATION

| If area is checked, describe modification(s): |

### 6. MMC MATH CREDIT MODIFICATION

<p>| If area is checked, describe modification(s): |</p>
<table>
<thead>
<tr>
<th>STUDENT NAME</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
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<thead>
<tr>
<th>7. MMC SCIENCE LANGUAGE ARTS CREDIT MODIFICATION</th>
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<tr>
<td>□ If area is checked, describe modification(s):</td>
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<tr>
<th>8. MMC SOCIAL STUDIES CREDIT MODIFICATION</th>
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<tbody>
<tr>
<td>□ If area is checked, describe modification(s):</td>
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<thead>
<tr>
<th>9. MMC VISUAL PERFORMING ARTS CREDIT MODIFICATION</th>
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<tr>
<td>□ If area is checked, describe modification(s):</td>
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<thead>
<tr>
<th>10. MMC PHYSICAL EDUCATION CREDIT MODIFICATION</th>
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<tbody>
<tr>
<td>□ If area is checked, describe modification(s):</td>
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<thead>
<tr>
<th>11. MMC ONLINE LEARNING EXPERIENCE CREDIT MODIFICATION</th>
</tr>
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<tbody>
<tr>
<td>□ If area is checked, describe modification(s):</td>
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<table>
<thead>
<tr>
<th>12. MMC WORLD LANGUAGES CREDIT MODIFICATION</th>
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<tbody>
<tr>
<td>□ If area is checked, describe modification(s):</td>
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</tbody>
</table>
### 13. CAREER AND TECHNICAL MODIFICATION

If area is checked, describe modification(s):

<p>| | | | |</p>
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### 14. IMPLEMENTATION DATE

Actual: [ ] OR the first day of the school year.

<p>| | | |</p>
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<thead>
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### 15. PARENT AND/OR STUDENT AGREEMENT (Student agreement is required if over 18)

☐ I agree to allow implementation of this personal curriculum plan.

☐ I disagree with the implementation of this personal curriculum plan.

Reason for Disagreement (Optional):

<p>| | | |</p>
<table>
<thead>
<tr>
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Signature of Parent or Student (if the student is over 18) Date:

Print Name:

<p>| | | |</p>
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</table>

### 16. DISTRICT AGREEMENT

☐ I agree to allow implementation of this personal curriculum plan.

☐ I disagree with the implementation of this personal curriculum plan.

Signature of Superintendent/Designee Date:

Print Name:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>PERSONAL CURRICULUM FOR STUDENTS WITH AN IEP TRACKING RECORD</td>
<td></td>
<td></td>
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<tr>
<td>-------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT NAME**

Name: 

**PERSONAL CURRICULUM HIGH SCHOOL CONTENT EXPECTATION TRACKING RECORD**

<table>
<thead>
<tr>
<th>HIGH SCHOOL CONTENT EXPECTATIONS</th>
<th>DATE OF COMPLETION - CRITERIA MET FOR CREDIT</th>
<th>NAME OF COUNSELOR WHO VERIFIED CREDIT COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH LANGUAGE ARTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCIENCE</td>
<td></td>
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</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VISUAL PERFORMING APPLIED ARTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYSICAL EDUCATION AND HEALTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ONLINE LEARNING EXPERIENCE</td>
<td></td>
<td></td>
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<tr>
<td>WORLD LANGUAGES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAREER AND TECHNICAL EDUCATION</td>
<td></td>
<td></td>
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</tbody>
</table>