



## Personal Curriculum Process Checklist

### Sanilac Intermediate School District

#### Student Information

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

#### Process Overview

The Michigan Merit Curriculum requires that the student earn credits in specified subject areas in order to graduate from high school. Credits are earned when the student demonstrates competencies in the content expectations. The Michigan Merit Curriculum allows certain modifications of these credits and/or expectations through the development of a personal curriculum.

#### A Personal Curriculum may be appropriate for a student who has demonstrated one or more of the following:

- Ability to take credit(s) beyond the required credits in Math, Science, English Language Arts or World Languages
- Desire to modify math requirements, including Algebra II
- Completion of a state approved CTE program
- A transfer from out-of-state or nonpublic school into a Michigan high school who has completed two years of high school
- Eligibility for special education AND a documented need for curriculum modifications as determined by the student's disability

#### Personal Curriculum Process

1. PC is requested by a parent/legal guardian/student with adult status or school personnel.
2. High School Counselor reviews the PC Request and other documents to determine eligibility.
- 3.A. PC team meeting is scheduled and members are notified.
- OR
- 3.B. The PC Request and Determination of Eligibility are returned to the requester documenting ineligibility for PC.
4. PC Team, including the student and parent/legal guardian meet to develop a PC Plan.
5. PC Plan is agreed to in writing by student and parent/legal guardian at the PC Team meeting.
6. PC Plan is sent to the Superintendent or designee for review.
- 7.A. Superintendent or designee approves implementation of the PC Plan.
- OR
- 7.B. Superintendent or designee denies implementation of the PC Plan.
8. PC Plan with Superintendent or designee action is sent to the requester.
9. High School Counselor distributes copies of the approved PC Plan to appropriate content area teachers and/or special education staff.
10. Appropriate staff implements the approved PC Plan.
- 11.A. PC Plan has been implemented and credit earned.
- 11.B. PC Plan has been implemented but credit not earned.
- 11.C. PC Plan has been terminated – rationale: \_\_\_\_\_
12. Based on parent initiated review of progress on PC goals requiring content modifications, the PC Plan is Reviewed at least annually.