



PERSONAL CURRICULUM FLOW AND CHECK LIST

Alpena-Montmorency-Alcona
Educational Service District
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Key Terms: **EDP**-Educational Development Plan
IEP-Individual Education Program/Plan
MME-Michigan Merit Exam
MMC-Michigan Merit Curriculum
PC-Personal Curriculum

- 1 Request for Personal Curriculum form Received by School on (Date) _____**
 - Submitted by Parent _____
 - Submitted by Guardian _____
 - Submitted by Student (if 18 or older or emancipated minor) _____

- 2 Provide information about the Personal Curriculum to the requesting party**
 - Date provided _____
 - Provided by _____

- 3 Discuss nature of the request with individual seeking the Personal Curriculum (PC)**
 - Reason or circumstances for request _____
 - Is student eligible for special education/has IEP?
 - Yes
 - No

- 4 Determine student eligibility for the Personal Curriculum**
 - Reviewed by _____
 - Type:
 - General Education
 - Special Education
 - Date of last IEP _____
 - Provider _____

- 5 Schedule Meeting to Review Request for a Personal Curriculum with requesting individual and include:**
 - PC Meeting Date _____
 - Invitation Sent on _____
 - Required:
 - Student
 - Parent/Legal guardian
 - Counselor
 - School Psychologist (special education) (if available)
 - Suggest additional Meeting Participants:
 - Content area teacher for area of modification requested
 - Special Education Case Manager for student with a disability
 - Other: _____

6 Prepare for Meeting – Documents to have available for Meeting and Review of Request:

- EDP
- Transcripts, including Jr. High
- Test Results (National, State, District, Classroom)
- Attendance Information
- Discipline Record
- Special Education Eligible (has IEP)
 - Diagnostic Information
 - IEP/Transition Plan
- Other: _____

7 PC Committee Meeting is convened:

- Review PC Request
- Review Documents/performance information
- Review EDP
- Determine eligibility for the PC
- If Eligible, develop the student's Personal Curriculum Plan using:
 - Students EDP
 - Students IEP, if applicable
 - Incorporate as much of the MMC as is practicable
 - Include measurable goals and method of evaluation
 - Seek agreement on the PC plan and obtain signatures as required on the respective forms.

8 Implement and monitor the Student's PC