



# Personal Curriculum Timeline Process

LEA Logo here

## PROCESS OVERVIEW

The Michigan Merit Curriculum requires that the student earn credits in the subject areas listed elsewhere in this document in order to graduate from high school. Credits are earned when the student demonstrates competencies in content expectations in the given subject areas. The law allows certain modifications of these credits and/or expectations through the development of a personal curriculum. A personal curriculum team will meet to determine eligibility.

## Key Terms

EDP = Education Development Plan  
 IEP = Individualized Education Program  
 MME = Michigan Merit Exam  
 MEAP = Michigan Education Assessment  
 PC = Personal Curriculum

## Personal Curriculum Process

1.	<input type="checkbox"/>	PC is requested by a parent/legal guardian, emancipated student or school personnel.
2.	<input type="checkbox"/>	Counselor sets up committee meeting to determine eligibility. Timelines will be determined by individual districts.
3.	<input type="checkbox"/>	Staff collects documents for committee review at the eligibility committee meeting (Listed on eligibility form).
4.	<input type="checkbox"/>	PC committee meets to review necessary documents in order to make a recommendation to approve or deny a personal curriculum. Personal Curriculum Eligibility Determination forms is completed at this meeting.
5.	<input type="checkbox"/>	If PC is denied, paperwork goes to the superintendent for documentation.
6.	<input type="checkbox"/>	If PC is approved, the team meets with the student and parent/legal guardian (school Psychologist/special education teacher optional) to write the PC using the student's EDP and IEP if special education eligible.
7.	<input type="checkbox"/>	PC is agreed to in writing by student, parent/legal guardian at the meeting
8.	<input type="checkbox"/>	PC is sent to the superintendent/designee to either approve or deny the plan.
9.	<input type="checkbox"/>	Appropriate staff implements approved PC. The PC must meet as much of the MMC as possible and must include measurable goals and a method of evaluation.
10.	<input type="checkbox"/>	Student progress is monitored quarterly by parents.
11.	<input type="checkbox"/>	Revision to a PC may be made using the same process as the original PC.
12.	<input type="checkbox"/>	PC is documented in the Student Information System