

MICHIGAN MERIT CURRICULUM PERSONAL CURRICULUM



Personal Curriculum Supporting Materials

The parent or legal guardian of a student may request a personal curriculum that modifies certain requirements of the Michigan Merit Curriculum. The materials in this document include forms, checklists, and resources to assist educators, students, and parents to understand and use the personal curriculum option.

All local district requirements must be met.

MDE GUIDELINES AND SUPPORTING MATERIALS

1. Guidelines

http://www.michigan.gov/documents/mde/Personal_Curriculum_Guidelines_212488_7.pdf

2. Supporting Materials

http://www.michigan.gov/documents/mde/PC_Supporting_Materials_and_Examples_212489_7.pdf

Acknowledgement:
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Version 1.28.2008

	REQUEST FOR PERSONAL CURRICULUM	Local School District or School Building Information should go here.
	Date of Request:	

STUDENT INFORMATION- <i>(Complete all sections)</i>			
Name of Student:			Grade:
Name of Parent/Guardian:		DOB:	
Requested By:	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Student (18 or older)		Home Phone:
Anticipated Graduation Date:		School:	Counselor:

MODIFICATION REQUEST- <i>Select what area(s) to Michigan Merit Curriculum are in need of proposed modification(s)</i>	
Mathematics <input type="checkbox"/> Algebra 2	<input type="checkbox"/> Visual, Performing, or Applied Arts* - 1 Credit Additional credit in which subject?
Physical Education & Health* - 1 Credit <input type="checkbox"/> PE <input type="checkbox"/> Health Additional credit in which subject?	Social Studies* - 3 Credits <input type="checkbox"/> World History/Geography <input type="checkbox"/> US History Geography <input type="checkbox"/> Economics Additional credit in which subject?

SIGNATURES			
Requested By:		Date:	
Received By:		Date:	

The student's Personal Curriculum (PC) will be reviewed annually in conjunction with the student's Educational Development Plan (EDP)

Eligibility for Use of Personal Curriculum (PC) Modification <i>(For Office Use Only)</i>	
A personal curriculum may be appropriate for a student who has demonstrated one or more of the following:	
<input type="checkbox"/>	Ability in a specific skill area consistent with a career pathway and/or a post-secondary goal or plan as determined by the EDP that requires additional or specialized instruction when there are limitations in time available for elective opportunities.
<input type="checkbox"/>	Ability to succeed in accelerated or advanced math, science, English language arts, or world languages.
<input type="checkbox"/>	Desire to complete math requirements, including the first half credit of Algebra II, through CTE or other programs.
<input type="checkbox"/>	Transfer from out of state or non public school

* May reduce by up to one credit if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages

	Personal Curriculum Timeline/Process	Local School District or School Building Information should go here.
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PROCESS OVERVIEW

The Michigan Merit Curriculum requires that the student earn credits in specific subject areas 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
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 minor student 18 years of age or older.
2.	<input type="checkbox"/>	Counselor schedules the PC Development Team (PCDT) committee meeting to determine eligibility. Timelines will be determined by individual districts. A. Identify team members. (must include at least counselor, parent/guardian, student) B. Send notice of meeting to PCDT.
3.	<input type="checkbox"/>	Staff collects documents for review at the PCDT meeting. (See list of documents on PC Eligibility Determination form)
4.	<input type="checkbox"/>	PCDT meets to review necessary documents to complete Personal Curriculum Eligibility Determination form.
5.	<input type="checkbox"/>	If student not eligible for PC, paperwork goes to the superintendent for documentation.
6.	<input type="checkbox"/>	If student eligible for PC, the PCDT develops a PC that is aligned with the student's EDP, incorporates as much of the MMC content expectations as practicable for the pupil, and includes measurable goals and methods of evaluating student achievement of these goals.
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 or designee to either approve or disapprove the plan. The PC must meet as much of the MMC as possible and must include measurable goals and a method of evaluation.
9.	<input type="checkbox"/>	Appropriate staff implements approved PC including evaluation of student achievement of PC goals.
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.

	PERSONAL CURRICULUM ELIGIBILITY DETERMINATION FORM	Local School District or School Building Information should go here.
	Today's Date:	

1. STUDENT INFORMATION			
Name:		DOB:	
School:		Date of PC Request:	
Current Grade:			

2. SOURCES OF EVALUATION INFORMATION	<i>(Check each document used to determined eligibility for the personal curriculum and attach the data that supports the recommendation)</i>
<input type="checkbox"/>	EDP (career goals or pathway, educational training goals, plan of action)
<input type="checkbox"/>	History of performance in mathematics area that demonstrates an inability to meet grade level course expectations
<input type="checkbox"/>	ACT Plan / ACT Explore / ACT Compass
<input type="checkbox"/>	Attendance/behavioral records
<input type="checkbox"/>	Curricular assessments
<input type="checkbox"/>	Grades
<input type="checkbox"/>	MEAP/MME scores
<input type="checkbox"/>	Teacher Input
<input type="checkbox"/>	Course of Study
<input type="checkbox"/>	Other (specify)

3. FINDINGS:	<i>(Check Ineligible or Eligible)</i>
<input type="checkbox"/>	INELIGIBLE <i>(Proceed to SECTION #4)</i>
<input type="checkbox"/>	ELIGIBLE <i>(Check eligible curricular areas below, sign document indicating participation, and complete a Personal Curriculum Plan)</i>
<input type="checkbox"/>	Mathematics <input type="checkbox"/> Physical education & Health <input type="checkbox"/> Visual, Performing, or Applied Arts <input type="checkbox"/> Social Studies

4. PC TEAM MEETING PARTICIPANTS IN ATTENDANCE	<i>(Signature indicates participation)</i>
Student	
Parent/Guardian	
Parent/Guardian	
Counselor/Designee	
Other	
Other	

MATHEMATICS PERSONAL CURRICULUM PLAN		Local School District or School Building Information should go here.
Date:		

1. STUDENT INFORMATION- <i>(Complete all sections.)</i>			
Name:		DOB:	
School:		Counselor:	
Current Grade:			

2. MMC CREDIT AUDIT- <i>(Check which credits have already been earned & enter date of completion. 4 credits are required.)</i>			
<input type="checkbox"/> Algebra 1 Date Completed:	<input type="checkbox"/> Geometry Date Completed:	<input type="checkbox"/> Algebra 2 Date Completed:	<input type="checkbox"/> Additional Credit Date Completed:

3. MMC MATH CREDIT DESCRIPTION
<ul style="list-style-type: none"> •All students will complete at least 4 math or math-related credits •All students will complete a math or math-related credit in the final year of high school

4. MMC MATH CREDIT MODIFICATION OPTIONS- <i>(Only these three Algebra 2 modification options are permissible.)</i>
<ul style="list-style-type: none"> •OPTION #1: Complete 2.5 credits of math including 0.5 credit of Algebra 2 •OPTION #2: Complete a Career & Technical education curriculum, which includes 0.5 credit of Algebra 2 content •OPTION #3: Complete Algebra 2 over two years with credit given for each year

5. CREDIT MODIFICATION REQUESTED- <i>(Check & date when modification was completed)</i>			
<input type="checkbox"/> Algebra 1 Date Completed:	<input type="checkbox"/> Geometry Date Completed:	<input type="checkbox"/> Algebra 2 <input type="checkbox"/> Option #1 <input type="checkbox"/> Option #2 <input type="checkbox"/> Option #3 Date Completed:	<input type="checkbox"/> Additional Credit Date Completed:

6. PERSONAL CURRICULUM- <i>List the expectations to achieve & indicate the method of evaluation for each expectation.</i>		
#	Expectation	Evaluation Method
1.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
2.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
3.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
4.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
5.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
6.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
7.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
8.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
9.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
10.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
11.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other

6. PERSONAL CURRICULUM- <i>(Continued from page 1)</i>		
#	Expectation	Evaluation Method
12.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
13.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
14.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
15.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
16.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
17.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
18.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
19.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
20.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
21.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
22.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
23.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other
24.		<input type="checkbox"/> End of course assessment <input type="checkbox"/> Other

7. ADDITIONAL COMMENTS:

8. COMMITTEE MEMBERS' SIGNATURES- <i>(Signature indicates participation)</i>	
Student	High School Counselor/Designee
Parent/Guardian	Parent/Guardian
Other	Other

9. DISTRICT AGREEMENT	10. PARENT AGREEMENT
<input type="checkbox"/> I approve this personal curriculum plan.	<input type="checkbox"/> I agree to the PC plan.
<input type="checkbox"/> I deny this personal curriculum plan.	<input type="checkbox"/> I disagree with the PC plan.
Signature of Superintendent/Designee and Date	Signature of Parent and Date
Actual implementation date (Month/Day/Year)	OR the first day of the _____ school year.

Parent shall request quarterly updates from student's teachers

	VISUAL, PERFORMING & APPLIED ARTS PERSONAL CURRICULUM PLAN	Local School District or School Building Information should go here.
	Date:	

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

Name:	DOB:	Current Grade:
School:	Counselor:	

2. MMC VISUAL, PERFORMING & APPLIED ARTS CREDIT MODIFICATION

•Modified only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages

3. MMC CREDIT MODIFICATION REQUESTED *-(Check which credits have already been earned & enter date of completion. 1 credit is required.)*

<input type="checkbox"/> Visual Arts Additional credit in which subject?	<input type="checkbox"/> Performing Arts Additional credit in which subject?	<input type="checkbox"/> Applied Arts Additional credit in which subject?
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4. CREDIT MODIFICATION COMPLETED *-(Check & date when modification was completed)*

<input type="checkbox"/> Visual Arts Date Substitute Credit Completed:	<input type="checkbox"/> Performing Arts Date Substitute Credit Completed:	<input type="checkbox"/> Applied Arts Date Substitute Credit Completed:
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5. ADDITIONAL COMMENTS:

6. COMMITTEE MEMBERS' SIGNATURES- *(Signature indicates participation)*

Student	High School Counselor/Designee
Parent/Guardian	Parent/Guardian
Other	Other

7. DISTRICT AGREEMENT **8. PARENT AGREEMENT**

<input type="checkbox"/> I approve this personal curriculum plan.	<input type="checkbox"/> I agree to the PC plan.
<input type="checkbox"/> I deny this personal curriculum plan.	<input type="checkbox"/> I disagree with the PC plan.
Signature of Superintendent/Designee and Date	Signature of Parent and Date
Actual implementation date (Month/Day/Year)	OR the first day of the _____ school year.

Parent shall request quarterly updates from student's teachers

