



# 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**