



# Ingham Intermediate School District

Student Support Services

## Overview of Personal Curriculum Process and Checklist

If a teacher, parent, student (age 18), or emancipated minor requests a personal curriculum, complete the following process:

**Step 1: Teacher, parent or student fills out page 1 of the Request For Personal Curriculum (PC)**

**Step 2: Schedule personal curriculum meeting with PC team**

PC team members may include a district designee, parent, student, counselor, school psychologist, teacher of the modified content.

**Step 3: Gather and review student information for PC meeting**

<input type="checkbox"/>	Student's current grade: <input type="checkbox"/> < 8 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Other (_____)
<input type="checkbox"/>	Education Development Plan (EDP) - career goals or pathway, educational training goals, plan of action (Approved 4-year EDP is <b>required</b> for all students.)
<input type="checkbox"/>	Current Individual Education Program (IEP) Date: _____ Area(s) of Eligibility: _____
<input type="checkbox"/>	Transcript and/or Permanent Record (CA60 or other) Credits earned to-date: _____
<input type="checkbox"/>	Assessment Data
<input type="checkbox"/>	Other Test Data? Attach and Describe Briefly:
<input type="checkbox"/>	Teacher Input? Attach and Describe Briefly:
<input type="checkbox"/>	Other relevant information? Attach and Describe Briefly:

**Step 4: During the PC meeting, :**

Review all student information from table above.

Complete the Personal Curriculum document in MiPSE

1. Consider personal curriculum modification and answer all questions.
2. Discuss personal curriculum credit modification assurance statements
3. Review parent/guardian/student commitment statement
4. Obtain parent and student signatures
5. State the district's commitment to the personal curriculum plan
6. Complete district sign off of the personal curriculum plan

**Step 5: Review personal curriculum plan yearly or upon request.**