**Michigan Department of Education**

**Office of Educational Supports**

***Curriculum and Instruction Unit***

**Personal Curriculum**

The personal curriculum (PC) is a tool for modifying the MMC in order to individualize the rigor and relevance of the state graduation requirements. All students are eligible for a Personal Curriculum. The latest data indicate that the use of the PC has risen steadily since the inception of the MMC in 2006, and last year 9,740 students used a PC to modify the MMC to suit their needs.

Tools and resources are in place and continuously being developed to ensure students have access to the PC and that schools are appropriately utilizing the flexibility that this provides to students.

Data related to Personal Curriculum is collected in the Michigan Student Data System (MSDS).  The Personal Curriculum Component is part of the three general collections and is reported by each local in their local student data system. Check with your local data specialist to identify who may be checking the boxes related to the PC to ensure fidelity.

**Decision Making and Implementation Steps**

1. Parent, student, or school personnel requests a Personal Curriculum (PC). Request is reviewed to determine if modifications are consistent with legislation. If modifications are allowable a PC MUST be developed. Districts should process requests on a student-to-student basis using procedures, forms, and policies established by that district.
2. Upon receipt of the PC request, the counselor or designee determines the student’s eligibility. The designee:
	1. Reviews education development plan (EDP).
	2. Reviews other student information such as, performance data and supports, and interventions already implemented.
	3. Contacts the PC team members for input.

 If the student is eligible for a PC, the counselor or designee will schedule a PC committee meeting. The committee must include the student, at least one parent, teacher, high school guidance counselor or designee selected by the principal. A school psychologist would be needed if the student has an IEP. This meeting does not have to be an in-person meeting, all members do however need to provide input to support PC development and implementation.

1. Upon determination of the student’s eligibility, the PC team meets to:
	1. Analyze student needs and MMC content to determine appropriate modifications.
	2. Determine how much of MMC content is practicable.
	3. Address the following for students with IEP’s:
* Identifying the postsecondary goal – in the EDP, the IEP or both.
* Identifying a student’s career pathway
* Assessing and documenting student’s current level of performance and Identifying requirements for achieving career and postsecondary goals.
	1. Confirm alignment with EDP goals and consistency with IEP when applicable.

This committee is charged with convening to examine the student’s request while considering the student’s EDP, past and current academic performance, supports and interventions, IEP (if applicable), and any other supporting documents deemed necessary by the committee. The committee develops a proposed PC based on the needs of the student, using his or her EDP, which must incorporate as much of the MMC content expectations as is practicable for the student. The PC does not have to include all modifications requested, this is a decision made by consensus of the team.

1. PC team writes Personal Curriculum and gets sign-off from superintendent or chief executive, parent, and student. PC is not implemented without this approval.
2. Personal Curriculum is implemented. Student’s courses and coursework would reflect changes and modifications.
3. The board of local school district or public-school academy awards a diploma to students completing all graduation/PC requirements.

**Suggested Roles and Responsibilities**

Local School Board

* Approve local policy for personal curriculum process.
* Align course curricula with content expectations.
* Approve local credit and proficiency levels associated with each course.
* Approve local assessments to measure mastery and proficiency levels.
* Commit to preparing all students for success beyond high school.

School District

* + Establish the protocol for participation on the PC Committee.
	+ Develop a PC agreement, including forms and procedures, that include:
		- Alignment with EDP (and IEP, if applicable).
		- As many of the content standards that are practicable for the student.
* Superintendent must agree to the personal curriculum developed.
* Collect data on personal curricula and report into the MSDS. Designate responsible staff for reporting duties
* Determine that personal curriculum meets district policy in awarding diploma.

School

* Provide a guaranteed and viable curriculum.
* Provide challenging goals and effective feedback to all students.
* Facilitate parent and community involvement.
* Establish and maintain a safe and orderly environment.
* Maintain collegiality and professionalism among faculty and staff.
* Designate and train appropriate personnel for reporting responsibilities.

Personal Curriculum Committee

* Review student academic and behavior records.
* Determine what is practicable for the student.
* Develop the PC to align with EDP and IEP (if applicable).
* Must include school psychologist if PC is for a student with a disability.

Teacher

* Plan instruction based on content standards that are designed to help student master content and achieve proficiency.
* Manage the classroom to ensure an environment that is conducive to high levels of learning.
* Maintain rigor and relevance of instruction and establish relationships with students to facilitate the learning process.
* Must participate on PC committee

Parent/Guardian

* Create a home environment that is conducive to supporting learning, study skills, and completion of assignments.
* Must participate on PC committee
* Must agree to the personal curriculum developed.
* Participate in quarterly communication with teachers about student’s progress.

Student

* Establish an Educational Development Plan to share postsecondary education and career goals and direct high school course selection.
* May request a personal curriculum if emancipated minor or over age of 18.
* Must participate on the PC committee.

**Resources**

* MDE Guidelines, FAQs, Parent Guides, and Michigan Merit Curriculum (MMC) available at [www.michigan.gov/highschool](http://www.michigan,gov/highschool)