

## A Parent's Guide to Personal Curriculum



### Focus on Transfer Students

*Students transferring from out-of-state or nonpublic schools after completing two years of high school*

Understanding the Personal Curriculum (PC) process and the options it may offer your student will help in making informed decisions about your student's educational experience and path to earning a high school diploma.

### Helping All Students Succeed

**All students must have a plan for the future.**

Students need opportunities to investigate career pathways, to discover their interests, and to identify options for meeting their potential. This is addressed through the Educational Development Plan (EDP), which documents the student's postsecondary goals. The EDP also outlines the high school coursework the student will need to earn a high school diploma and achieve his or

her postsecondary goals. A transfer student must develop an EDP in consultation with his or her school counselor upon enrollment in a Michigan public high school. If a transfer student has completed at least two years of high school credit and will be unable to earn all required MMC credits during his or her remaining time in high school, the MMC may be modified through a PC.

### The Michigan Merit Curriculum (MMC) can be modified.

A PC for a transfer student who has earned at least two years of high school credit may allow the student to modify content within any required credit of the MMC except Civics. In order to determine whether or not a student has earned two years of high school credit, the district may use the student's transcript(s) from his or her previous school(s) and/or appropriate assessments to determine whether or not credit may be awarded based on demonstrated mastery of content. A transfer student who has not earned at least two years of high school credit may only be eligible for an Algebra II modification and/or additional content modifications available to all students. A modification

is allowable only if it includes all MMC content that is possible for the student to complete in the remaining time in high school and enables the student to achieve his or her postsecondary goals. A modification to the MMC through use of a PC starts with a request by a parent, an emancipated student, or school personnel. The request is followed by a thorough review of the relevant information by a PC team. The PC team develops the PC plan, which must be agreed to by both the parent or legal guardian (or emancipated student) and the superintendent and his or her designee before being implemented. Upon completing the MMC, as modified by the PC, the student receives a high school diploma.

### Basic Steps to a PC

**Step 1:** The parent, school personnel, student age 18 or older, or emancipated student requests a PC.

**Step 2:** The PC team meets (student, parent, counselor or designee, and teacher(s) who currently teaches the student or has expertise in the content being modified). The PC team reviews student information, performance data, and supports—including the EDP—and decides whether to recommend a PC. The PC team develops measurable performance goals for the modified content and methods to evaluate the achievement of those goals.

**Step 3:** The PC team writes an agreement and gets sign-off from the superintendent or chief executive and the parent or legal guardian (or emancipated student).

**Step 4:** The PC is implemented.

**Step 5:** The parent or emancipated student monitors progress through quarterly communication with each teacher of modified content area. If revisions to the PC are needed, the PC team reconvenes and makes revisions using the same process.

**Step 6:** The student is awarded a diploma upon completing all PC requirements.

**Learn more about the MMC at [www.michigan.gov/highschool](http://www.michigan.gov/highschool).**

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## Why would I request a Personal Curriculum?

For some students, a PC may offer the best opportunity to succeed in high school and achieve postsecondary goals. A parent may want to consider this option if his or her child has transferred from out of

state or a nonpublic high school, has already earned two years of high school credit, and will be unable to earn all required MMC credits during his or her remaining time in high school.

## Is my child eligible for a Personal Curriculum?

Transfer students must meet the following conditions to modify the MMC beyond what is available to all students:

- The student's transcript adequately demonstrates that the student has completed the equivalent of two years of high school credit.
- The student has taken appropriate assessments that demonstrate that the student has completed two years of high school credit if the student has no

transcript or the transcript does not provide sufficient information to determine whether or not the student has earned two years of high school credit.

If the local district determines the student has earned two years of high school credit and cannot meet all of the MMC requirements in his or her remaining time in high school, a PC can be created to address the student's individual circumstances by modifying any MMC requirement except Civics.

## What are the restrictions on a Personal Curriculum?

Even with a PC, transfer students must complete:

- A math credit in the final year of high school. The math credit must be the equivalent of Algebra I or higher if the student is enrolled in the district for one full year and has

not previously earned credit in Algebra I. If the student has earned credit in Algebra I, then the credit must be earned in a math course normally taken after Algebra I (i.e., Geometry or Algebra II).

- A half credit of Civics.

## When would I request a Personal Curriculum?

A good time for parents to explore the PC option is at enrollment or during the

creation of an EDP. A PC can be requested any time during the student's high school career.

## Who can request a Personal Curriculum?

The parent(s) or legal guardian(s) of a student, or an emancipated student may request a PC. School personnel may also request a PC or recommend that students and parents consider the PC option. Interested parents must contact the high

school counselor or principal to begin the process. A planning meeting may be scheduled when the school receives a formal request. The process will involve an agreement between the parent, student, and the district superintendent or designee.

Please be sure to review all appropriate Personal Curriculum *Parent Resource Guides* for your student:

### Focus on Enrichment

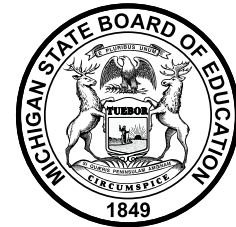
Students who are interested in earning additional credits in math, science, world languages, and/or English language arts

### Focus on Algebra II

Students who demonstrate a need to reduce the Algebra II requirement

### Focus on Students With an IEP

Students with an Individualized Education Program (IEP)



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### **Districts MUST offer the PC option and respond to PC requests but are NOT required to approve all PC requests.**

The school has the discretion to deny a request for a PC. There are many other options available to support transfer students that should be considered before requesting a PC.