Step 1: Parent, student, or school personnel requests a personal curriculum (PC). Request is reviewed to determine if modifications are consistent with state and district policy.

Step 2: PC team includes student, parent, and counselor OR current teacher familiar with the student and content to be modified. The PC team develops a PC subject to the approval of the district superintendent or designee:

- Reviews Educational Development Plan (EDP), student information, performance data, supports and interventions already implemented
- Analyzes student needs and Michigan Merit Curriculum (MMC) content to determine appropriate modifications.
- Determines how much of MMC content is practicable.
- Develops measurable performance goals and evaluation standards aligned to the goals for student success.
- Provides a method for evaluating progress.
- Confirms alignment with EDP goals.

Additional considerations for Students with an Individualized Education Program (IEP)
- Add school psychologist to PC team (if available/appropriate).
- Confirms consistency with Individualized Education Program (IEP).

Additional considerations for Transfer Students who have completed the equivalent of two years of high school credit
- Reviews credits earned (based on transcript and appropriate assessments) to satisfy the curricular requirements of the MMC.
- Determines the MMC content and credit requirements necessary for the student to earn a diploma.
  - Requirements must include one-half (0.5) credit in Civics and math or math-related credit in final year of high school (Algebra I or higher if enrolled for at least one full school year).
- Confirms alignment with EDP or postsecondary career goals.

Step 3: Personal Curriculum developed by PC team is either approved or denied. If approved the parent, student and superintendent or designee sign off.

Step 4: PC is implemented.

Step 5: Parent monitors progress through quarterly communication with each teacher of modified curriculum area. If revisions are needed, PC team reconvenes and revises using same process.

Step 6: The board of local school district or public school academy may award a diploma to students completing all requirements of a PC.