**District Name**

**Step by Step Overview of PC process & form completion**

A parent, student age 18, or emancipated minor requests a personal curriculum…

**Step 1: Requestor fills out page 1 of the ‘Request For Personal Curriculum’**

Section 1: Fill out all areas and check off who the PC is “Requested By”

Section 2: Check all areas that apply

Section 3: Check off curriculum modification areas requested for this PC,

Section 4: Have the person requesting the PC sign it

**Step 2:** **District person will sign bottom of page 1 under ‘office use’ to signify receipt**

**Step 3:** **Schedule personal curriculum meeting** **reserve room for meeting**

**obtain evaluation information (section 6)** **notify PC team**

**fill in the office use on bottom of page 1** **notify parent**

**Step 4: At the PC meeting:** **Review page 1,**

Section 5: All participants at the meeting sign in. Add additional lines if needed

Section 6: Check off and review documentation. The EDP is required.

Section 7: **If ineligible** check the box, write reason, and proceed to Section #12

**If eligible** check the eligible box and also the box for which type of PC

Section 8: Using only the curriculum areas associated with the type of PC student is eligible for, check

of the individual credits to be modified.

Remember:

\*For credits beyond only consider Soc St, Health & PE, Vis, Perf & Appl Arts.

\*Math modification only consider Mathematics.

\*Student with Disabilities may consider any area

\*Transfer students may consider any area (must have civics and at least Algebra I)

Section 9: Specify modification for each credit identified in Section 8.

Fill in only those identified, cross out those not used.

Section 10: Point it out and read it to the participants

Section 11: Point it out and read it to the participants

Section 12: Signatures of agreement from those at the meeting

**Step 5: Send documents to Supt or established designee for commitment**

Section 13: Signed by Supt or designee

**Step 6:**  **Inform parent / student of district commitment decision.**

**Send copy to parent/student**

**File district copy**

**If approved, implement PC as of date in Section 13.**

**Step 7: Review PC as needed.**