**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.**