**Data Based Course of Study IEP Process**

For all students the IEP team must determine what instruction and educational experiences will assist the child to prepare for the transition from secondary education to postsecondary life.

* Course of study should focus on all courses and educational experiences
* Course selection should be aligned to the student’s post-secondary (vision) goals.
* The course of study must be reviewed and updated annually.
* The process for developing the course of study should assist students and their family in selecting courses that are meaningful and will help motivate students to complete their education.
* Any instructional decisions which could limit the student’s ability to access the MMC curriculum should be documented and the implications should be clearly outlined to parents. (see attached modification documentation: Modification Directions:

**For RESOURCE level students who are needing modifications:** (this should be a rare occurrence)

* The document should be filled out **at Team** or **as a team** including the general education teacher (either in person or consulted) to define what modifications are needed with clear data being reviewed for the recommendation.
* There should be a form on file for each course that is being modified.
* The form should be signed by the team and should also be explained and signed by the parent and student.
* If the modification is a long term need then you would review annually.
* If the modification is a short term need then you would review quarterly.
* The documents should be scanned, shared with the teachers and uploaded into historical documents

**For Basic Classroom Students on alternate standards:**

* The document should be filled out by the **special education team** based on the needs of the student and the course/elective they are accessing. (it may be very similar for each course)
* The **modifications that are needed should be shared and explained to the general education teacher** as well as defining additional supports that will be provided if applicable.
* Staff should sign the document. (it isn’t necessary for parents/students to sign for EACH course. The parents should have at least ONE on file that they signed and the understand that the modifications are being defined for each general ed. elective)
* These modifications would be reviewed and implemented each time there is a new course.
* The documents should be scanned and uploaded into historical documents.

**Special Considerations When**

**Altering the Course of Study**

The IEP should identify when a *change* in the course of study will be discussed/considered as part of the IEP (*included on the invite notice*)

Parents should have access to information regarding Michigan Merit Curriculum requirements and Personal Curriculum options before their students enter high school.

Parent should be given information regarding the Certificate of Completion implications and opportunities prior to the meeting to consider a change to the course of study for their student.

Student data should drive the discussion regarding the course of study options. The course of study data based review should be completely documented prior to the IEP discussion regarding changing the course of study.

Staff should have information readily available for a course of study discussion and decision making:

* Information regarding alternative pathways to a Michigan Merit curriculum high school diploma (personal curriculum options)
* Student educational history including needed accommodations, modifications, transcript, transition data, etc.
* Information regarding a certificate of completion course of study and its implications for post-secondary options (ie: post-secondary education, training, employment, etc)

A comprehensive, individualized determination (see supporting documents) which will consider a certificate of completion should be a last resort after other supports (short of an alternative curriculum) have been considered.