Self-Assessment & Action Planning:
Assessing Your District's MMC and PC Resources

MMC/PC Review Team:

Section 1: District PC Data Review

District:	PC Credit Modification							PC Type			
2020-2021 SY	ELA	Math	Science	Social Studies	VPAA	World Language	Health/ PE	IEP	Transfer	General Enhanced	General Modified

1. Do the reported numbers above look accurate to you?	
2. What percentage of your high school population had or has a PC?	
3. How many of these PCs were requested by staff? By a parent or guardian?	
4. How many PCs were denied and never implemented?	
5. How many PCs were developed, but not completed?	
6. Ideally, what percentage of your high school students would have a PC prior to graduation?	

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Section 2: District Website Review

Question	
1. How many clicks does it take to find the PC information on your website?	
2. What are the steps for a parent to find the PC documents on your website?	
3. Does your website link to the MDE MMC and PC resources?	
4. Does your website detail the steps for families to request a PC?	
5. Does your website include a link to a PC request form?	
6. Does your website include contact information for families to ask questions?	

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Section 3: District PC Document Review	
1. Do your district resources explain the types of PCs and other information on how a PC can increase the relevance of the student's high school experience?	
2. How is your district meeting the annual requirement to notify each of its pupils and parents that all pupils are entitled to a PC? This annual notice shall include an explanation of what a PC is and state that if a PC is requested, that the district will grant that request. The district shall provide this annual notice to parents and legal guardians by sending a written notice to each pupil's home or by including the notice in a newsletter, student handbook, or similar communication sent to the pupil's home.	
3. If you are not meeting #2 above, how will the district meet this requirement in the future?	
4. If the district uses a PC form, how can parents access it?	

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Section 4: District PC Committee and Roles	
1. How is the PC Committee determined for each student?	
2. Who is typically part of the PC development process?	
3. Who is/are the District Designee for PC development and implementation?	
4. What preparation and research do PC Committee members do prior to developing a PC for a student?	
5. When does the District Designee typically approve the PC for the student?	

Section 5: District EDPs	
1. When does the initial EDP process begin for each student?	
2. What is the process to update student EDPs? Is this done annually?	
3. The EDP is a critical part of developing a PC. How is the EDP used a part of the PC development and annual review process? Who makes sure this occurs?	

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Section 6: Action Planning		
Based on your answers to the above sections, what steps might you take to shore up processes and procedures to increase the number of quality PCs developed, and improve communication internally and with students and families around PCs?		
What:	**Who:**	**When:**
1.		
2.		
3.		
4.		
5.		