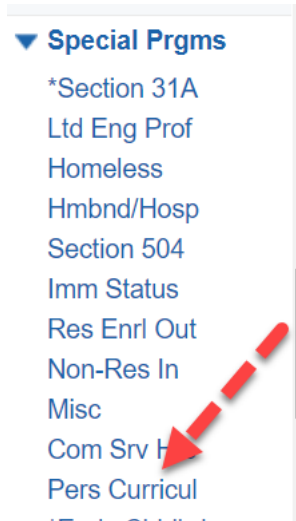


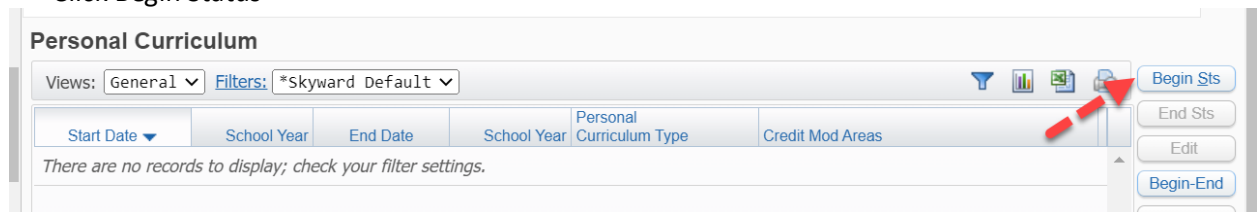
## Adding Personal Curriculum to a Student's Profile

Personal Curriculums are a state reported field.

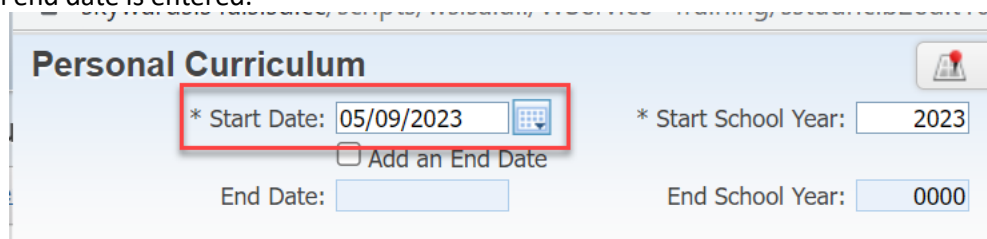
- To add individual students, navigate to the Student's Profile and the Special Programs -> Pers Curricul Tab



- Click Begin Status

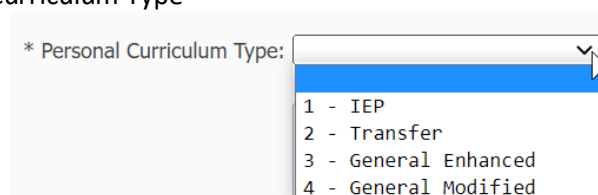


- Enter the start date – Start date is not reported but should fall within the school year in order to pull for state reporting. Personal curriculum will continue to report in your MSDS Extract until an end date is entered.

A screenshot of the "Personal Curriculum" form. The "Start Date" field is highlighted with a red box and contains the value "05/09/2023". The "Start School Year" field contains "2023". The "End Date" field is empty. The "End School Year" field contains "0000". There is a checkbox labeled "Add an End Date" which is unchecked.

**\*\* An end date is not required and should only be entered if student no longer falls under this Pers Curr.\*\***

- The following fields are required and reported in MSDS:
  - Personal Curriculum Type

A screenshot of the "Personal Curriculum Type" dropdown menu. The menu is open, showing the following options: 1 - IEP, 2 - Transfer, 3 - General Enhanced, and 4 - General Modified. The dropdown is highlighted with a blue bar.

- Credit Modification Academic Areas

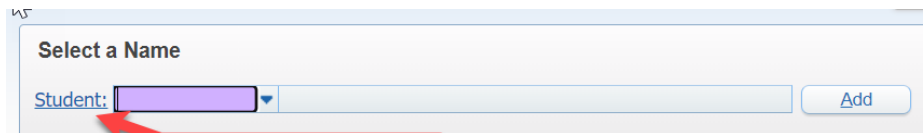
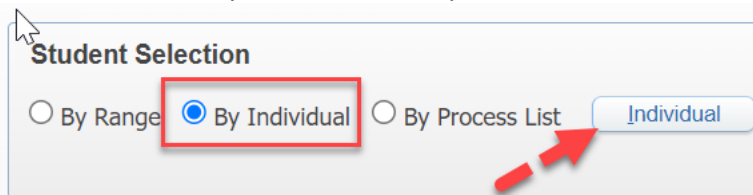
**\* Credit Modification Academic Areas**

- 1 - English Language Arts
- 2 - Mathematics
- 3 - Science
- 4 - Social Studies
- 5 - Visual, Performing, and Applied Arts
- 6 - World Languages
- 8 - Health/Physical Education

- Once you complete the required fields for state reporting, click Save.

To Mass Add to Personal curriculum to multiple students

- Navigate to Students -> Students -> Setup -> Utilities -> Mass Add Special/Local Programs
  - \*\* Keep in mind you may need to run this process multiple times for students with different Types and Academic Areas\*\*
- Add a new template
- Select by range, individual or processing list
  - By Individual will allow you to select multiple students from a list:

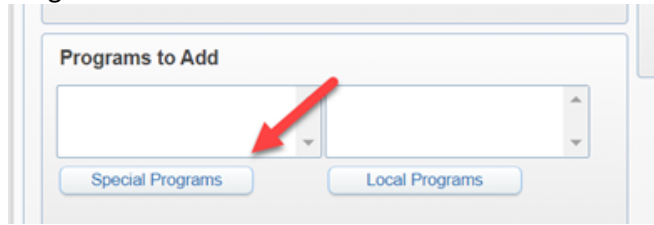


Use the Student hyperlink to view a list of students

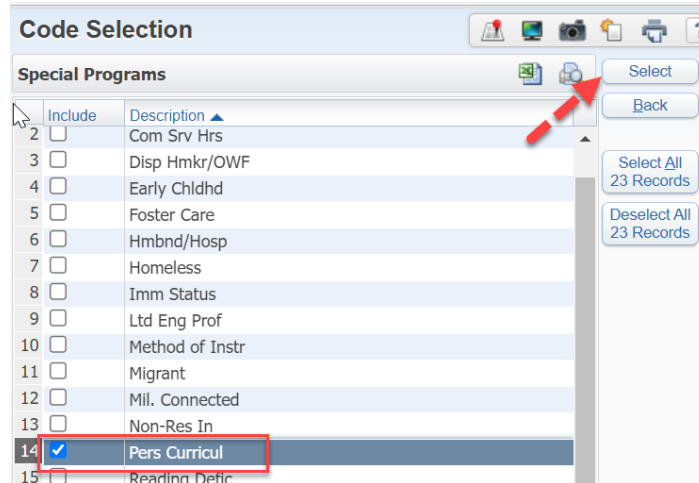
Select	Last Name	First	Middle	Gr	Grad Year	CY	NY S	Schl	Cal	G	Advisor
<input type="checkbox"/>	abcd	zyx	J	11	2024	A	A	010	010	M	Training, User
<input type="checkbox"/>	Abelescr	Max	F	03	2032	A	A	010	010	M	
<input type="checkbox"/>	Agardscr	Ramon	Y	09	2026	A	A	010	010	M	Hurnscr, Oscar
<input checked="" type="checkbox"/>	Agramontescr	Charla	C	12	2023	A	A	010	010	F	Vothscr, Harold
<input type="checkbox"/>	Aguasscr			11	2024	A	A	010	010	F	
<input type="checkbox"/>	Alfreyscr			12	2023	A	A	010	010	M	
<input checked="" type="checkbox"/>	Allawayscr			11	2024	A	A	010	010	M	
<input type="checkbox"/>	Allbeescr			12	2023	A	A	010	010	F	
<input type="checkbox"/>	Alyscrcr	Jon	Y	12	2023	A	A	010	010	M	Littlerscr, Modesto
<input type="checkbox"/>	Amburnscrcr	Emmett	J	09	2026	A	A	010	010	M	
<input type="checkbox"/>	Amburnscrcr	Faustino	K	12	2023	A	A	010	010	M	
<input type="checkbox"/>	Angelscricr	Melody	O	11	2024	A	A	010	010	F	
<input type="checkbox"/>	Andrepointscrcr	Ike	N	12	2023	A	A	010	010	M	
<input type="checkbox"/>	Andrepointscrcr	Larisa	F	12	2023	A	A	010	010	F	Krebsbachscrcr, Richard
<input type="checkbox"/>	Angerscricr	Mirna	C	12	2023	A	A	010	010	F	Krebsbachscrcr, Richard
<input type="checkbox"/>	Antczakscrcr	Toney	V	12	2023	A	A	010	010	M	
<input type="checkbox"/>	Antesscricr	Marian	H	12	2023	A	A	010	010	F	
<input checked="" type="checkbox"/>	Apicellascrcr	Diego	M	12	2023	A	A	010	010	M	
<input type="checkbox"/>	Apollinascrcr	Jacob	U	12	2023	A	A	010	010	M	

- Once you have checked each student as needed click Select and then OK on the following screen.

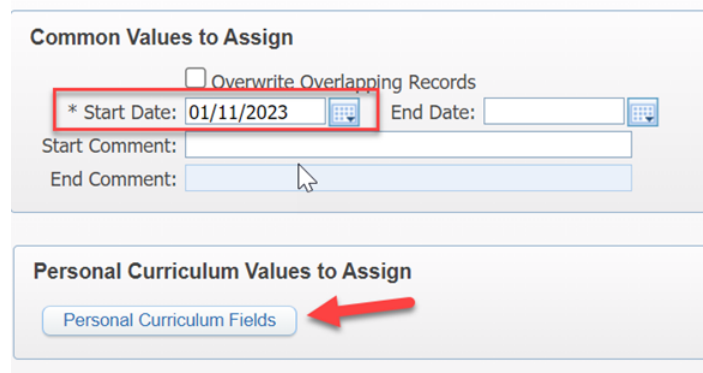
- Click the Special Programs button



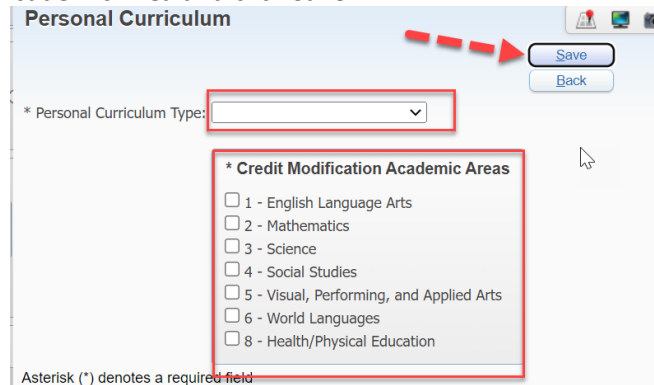
- Select Pers Curricul in Code Selection window and click Select



- Enter Start Date and click Personal Curriculum Fields button



- Enter Type and Academic Area and click Save



- Click Save and Process