



September 29, 2023

Dear Parent/Guardian,

In an effort to better prepare our students for success in their selected career choice, Diamond Oaks' staff is utilizing a student performance measure called the Professional Skills Report. The intent is to help students develop employability skills while working in career tech programs. The report records key employability attributes such as attendance, timeliness, and behavior issues. Additionally, the report measures two Employability Standards. Standard 1 rates *Workplace Practices & Communication* and measures attributes such as showing up in uniform, working safely, and actively listening to others in lab. Standard 2 evaluates *Independence & Quality*. This standard measures criteria like a student's ability to stay focused, follow instructions, and work to meet deadlines.

Students will be able to use the data provided in their Professional Skills Report when they apply for a job. The employers we work with continually tell us about the importance of employability skills as an entry-level job requirement. Employers can, and do, request this report from our students as another way to show they are ready to compete in today's job force. Our intent is to provide our students a competitive advantage by showing employers our students possess *important technical skills* along with the *key employability skills* needed to be successful. **The Professional Skills Report does not affect students' overall grade point averages (GPA's).**

The staff at Diamond Oaks also use the Professional Skills Report as a metric to determine which students are eligible to earn the OhioMeansJobs Readiness Seal, which is a formal designation that students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic, and professional experience that businesses need. The OhioMeansJobs Readiness Seal is also a component of the current graduation pathways, so earning the seal can help students earn their high school diploma as well. Further information concerning the OhioMeansJobs Readiness Seal and graduation requirements can be found at <http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal> and <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>.

Please contact me at 513.612.7014 with any questions you have regarding the Professional Skills Report or the OhioMeansJobs Readiness Seal.

Sincerely,

Scott Colliflower  
Assistant Dean of Instruction

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**Diamond Oaks**

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