



## Reporting and Finalizing the OhioMeansJobs-Readiness Seal Frequently Asked Questions

### Once a student and his or her mentors complete the validation form, what are the next steps?

Each school should designate a school counselor or administrator to be responsible for verifying completion of the validation form. This person will be referred to as the verifier. Once the student and the mentors complete the form, the verifier will confirm that a student has met the Readiness Seal requirements. The verifier signs the form and records that the student completed the form in the student information system. The original form and related documents are filed with the student's records. A letter of recommendation is an example of a related document.

### How does a school report that a student has earned the Readiness Seal?

In the school's student information system, select the *Readiness Seal* option in the *Optional Graduation Requirements* module. High schools also will need to report completion through their in-house reporting systems for graduation and diploma designation. EMIS coordinators should report OhioMeansJobs-Readiness Seal data in *Graduation FY18 Reporting Period G*. Use *Program Code 510001* in the *Program Code Element GQ060* of the *Student Program (GQ) Record*.

### Who is responsible for getting the seal on students' transcripts and diplomas, and how is the seal obtained?

The high school is responsible for getting the seal on student transcripts and diplomas. High schools must contact their diploma distributors to determine how to affix the OhioMeansJobs-Readiness Seal sticker to diplomas. The Ohio Department of Education contacted the following diploma distributors across the state so they can create the stickers:

- Jostens;
- Balfor;
- Herff Jones;
- Buckeye Scholastic.

If the diploma company used by your school or district is not listed, please contact [Kayla Mickens](#) for assistance.



### **Can a student complete the mentor requirements through a career-technical education program?**

Yes. A student can use experiences in the career-technical education program to demonstrate the professional skills in the Readiness Seal requirements. The career center must communicate with the student's home school that the student is pursuing the OhioMeansJobs-Readiness Seal through the career-technical education program.

### **Can a student independently pursue the OhioMeansJobs-Readiness Seal?**

Yes. Students can independently pursue the OhioMeansJobs-Readiness Seal by establishing relationships with mentors. The student will work with his or her mentors to demonstrate the professional skills and complete the mentor validation sections. The student should provide each mentor with the resources available on the [OhioMeansJobs-Readiness Seal page](#). The student also should inform the verifier that he or she is independently pursuing the OhioMeansJobs-Readiness Seal. The verifier still will need to complete the final validation of the form and enter the information in the student information system and in-house reporting system for graduation and diploma designation.

### **As the verifier, what steps do I need to take to confirm that a student meets the requirements of the OhioMeansJobs-Readiness Seal?**

1. Meet with the student.
2. Review the evidence on the student's validation form. Use the [OhioMeansJobs-Readiness Seal Rubric](#) to examine the student's evidence.
3. Contact one or more mentors to verify that the student did demonstrate the skills under their supervision.

### **What if a student does not meet the requirements of the OhioMeansJobs-Readiness Seal?**

The verifier should use discretion when determining if a student has met the requirements of the OhioMeansJobs-Readiness Seal. If a student has not met the requirements, refer the student to the rubric. Help the student identify growth opportunities with his or her mentors. Encourage the student to resubmit the verification form and any supporting documents once he or she has further developed the skill.

### **Is the student verification form submitted to the Ohio Department of Education?**

No. The original student verification form and any related documents are a part of the student's records.