ODE EMIS MANUAL

Section 7.3:
Five-Year Forecast Notes Record (QN)

Ohio | Department of Education

Version 1.0

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REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

7.3 FIVE-YEAR FORECAST NOTES RECORD (QN)

Required Reporting Periods
The Five-Year Forecast Notes Record is to be reported in the Five-Year Forecast reporting period.

GENERAL GUIDELINES
Five-Year Forecast Notes (QN)
The five-year forecast is not complete unless accompanied by the Notes to all forecasts (ADM and five-year forecast). The notes contain explanations of the assumptions used to calculate the forecast. The Five-Year Forecast Notes Record must be used to submit the notes. Each record contains one line of text for the notes. Up to 99,999 lines may be submitted as necessary. This record is very simple and only includes the relevant fields described below.

Line Number (QN050)
Indicates the relative line number of the text within the notes. The text will be kept in line number order regardless of the order of the physical records. The line numbers should start from one (1) and be numbered consecutively.

Note Text Line (QN060)
Contains a single line of text for the notes. The text line must contain only printable characters and may not include any special characters for formatting, line feeds, etc. If blank lines are to be included, then a record with a blank text line may be submitted.

Defining a Unique Record
Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Five-Year Forecast Notes Record, the following field must be unique.

Required Field	Number
Line Number	QN050

7.3 FIVE-YEAR FORECAST NOTES RECORD (QN) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QN010	9-10	Sort Type	PIC X(2)
		Always "QN"	
	11	Filler	PIC X
QN020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
QN030	16	Reporting Period	PIC X
		P – Five-Year Forecast	
QN040	17-22	District IRN	PIC X(6)
QN050	23-27	Line Number	PIC 9(5)
		Contains the line number of the text within the notes. Should be consecutively numbered starting from one.	
QN060	28-107	Note Text Line	PIC X(80)
		Must contain only printable characters. Any non-printable characters (including carriage returns and line feeds) may cause the record to be rejected.	