# ODE EMIS MANUAL

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

Ohio | Department of Education

**Version 3.0**
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# REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

| Version | Date | Effective Date (FY & Data Set) | Change # | Description |
|---------|------|-------------------------------|----------|-------------|
| 3.0 | 9/12/17 | FY17 | NA | No FY17 changes. |
| 2.1 | 4/5/16 | FY16 | | Added Coming Changes section. |
| 2.0 | 12/13/15 | FY15P | | Updated language to reflect shift from reporting periods to FY15 reporting. |

# COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

*At this time, there are no additional FY17 EMIS changes known to impact the Five-Year Forecast Notes (QN) Record.*

# TABLE OF CONTENTS

# 7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD

## *Required Collection Request*

The Five-Year Forecast Notes (QN) Record is to be reported in the Five-Year Forecast (P) Collection Request.

## 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 (QN) 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 (QN) Record, the following field must be unique.

| Required Field | Number |
|---|---|
| Line Number | QN050 |

# 7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD 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 | Data Set | 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. |  |