Five-Year Forecast – Assumptions in PDF/TXT Directions

All city, local, exempted village, and joint vocational school districts are required to submit an initial five-year forecast **by** October 31st and an update **by** May 31s of each year. The forecast must be submitted electronically through EMIS.

There are 2 parts to a five-year forecast submission.

1. **QF –** This is the district's financial data. It is submitted to EMIS, and is required with every submission.

2. **Notes in PDF or TXT** – Beginning in FY18, this is a requirement for districts to submit a .pdf or .txt document through EMIS. This allows districts to fully explain their financials using text, charts, graphs, etc.

Below are the instructions for submitting the .pdf or .txt file via the EMIS Data Collector:

Shows that a file is required to be added to the collection on the Certify and Submit page:

Five Year Forecast - Initial Required (FY18)
Submission Number 4 (attempt 1) - Certification

This collection request requires attaching a file to this submission. Submission without this file is not possible. Select the file to upload.

File upload is: required
This file contains the assumptions regarding the Five Year Forecast.
File To Upload: Choose File   No file chosen   Required File Status: None (not uploaded)
Upload File

If incorrect file type is attached, the following message is received:

Required File Status: ❌ File: 'REF_FS_VALID_COMBIN.csv' has an unacceptable extension
The file extension must be one of: .pdf, .txt

Shows file successfully added:

Five Year Forecast - Initial Required (FY18)
Submission Number 4 (attempt 1) - Certification

This collection request requires attaching a file to this submission. Submission without this file is not possible. Select the file to upload.

File upload is: required
This file contains the assumptions regarding the Five Year Forecast.
File To Upload: Choose File   No file chosen   Required File Status: ✔ File Uploaded
File: 'North Olmsted FYF Assumptions FY18.pdf' will be included with the submission
Upload File | Remove File

Archive Display, once submission is selected, the file name is displayed in the archive zip folder below:

Manage Archives

To view prior submissions or previews archives, choose the appropriate filter options below and click on the List Archives link. Click on an archive file to download it.
For deleted Collection Requests you may be able to find the archived submissions and previews using the Files tab.

Filter Options
Collection Request: FY18-P-FYF 1 Req ▾   Data Set: All ▾   School Year: All ▾   Last Activity Within: All ▾
☐ Show closed collections
Archive Type: Submissions Only ▾   ☐ Combine all archived files into a single .zip file per Collection Request

List Archives | Restore Defaults

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
☐ Submission_2018P0000_2.zip	FY18-P-FYF 1 Req (2018P0000)	Submission	2.2	2	Yesterday	(3777710 bytes)
☐ Submission_2018P0000_2.zip	FY18-P-FYF 1 Req (2018P0000)	Submission	3.1	2	Yesterday	(44028 bytes)
☐ Submission_2018P0000_2.zip	FY18-P-FYF 1 Req (2018P0000)	Submission	4.1	2	Today	(40951 bytes)

Select All | Select None | Delete Selected

Archive Display:

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
North Olmsted FYF Assumptions F...	Adobe Acrobat Document	39 KB	No	44 KB	12%	9/29/2017 11:18 AM
QF_FORECAST_REC.csv	CSV File	2 KB	No	7 KB	79%	9/29/2017 11:18 AM
Submitted_4.csv	CSV File	1 KB	No	1 KB	0%	9/29/2017 11:18 AM

Attachment will be displayed the within three business days on the public ftp site;
ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/