

Five-Year Forecast – Assumptions in PDF 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 31^s of each year. The forecast must be submitted electronically through EMIS.

There are 2 - 3 parts to a five-year forecast submission.

1. **QF** – This is the district's financial data. It is put in a spreadsheet and submitted to EMIS. This is required with every submission.
2. **QN** – This is the district's text explanation, or notes, regarding the financials. This, too, is submitted to EMIS and required with each submission.
3. **Notes in PDF** – This is an option for districts. This is where the district converts the text explanation (the QN) to a PDF document and emails it to me. I then place it online. This option came about after some districts/ITCs commented on the limitations of the QN file in EMIS. This option allows districts to fully explain their financials using text, charts, graphs, etc.

If a district chooses this option the QN must still be submitted to EMIS, but will simply read *"Please visit the Ohio Department of Education website at <ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/>."*

The notes should then be converted to a PDF document and must have the following naming convention:

District_Name-IRN

where all parts of the district's name are separated with an underscore, followed by a dash, then the six-digit IRN.
(Please do not include spaces, district type, date, fiscal year, etc.).

For example, Newton Falls Exempted Village School District would be named Newton_Falls-045567 and Newton Local would be Newton-048637.

The properly named PDF assumptions/notes should be e-mailed to schoolfinance@education.ohio.gov.

Note: *Both the QF and QN must be submitted via EMIS every time one or both portions are updated.
However, the PDF'd notes document only needs to be resubmitted if/when it changes.*