

EMIS Release Notes – New Collection Request

Collection Request Name: Budget and Three-Year Forecast – Initial Required Collection (FY26)

Collection Request Description: This collection is required for all traditional districts and JVSs. The three-year forecast is a financial projection that consists of three years of historical data, projections for the current year and three ensuing years, the ADM forecast, and a summary of key assumptions. This collection request is for updating the initial school year submission and will meet the requirement to submit during the mandatory spring window. The source file is the QF Record type labeled with the P data set. Data must be uploaded in EMIS Manual format through the Data Collector Data Sources tab using fixed-length or CSV files. An attachment must be submitted as a .pdf or .txt with the assumptions/notes reported (instead of emailing a file to the Office of School Finance).

Collection Request Short Name: FY26-P-TYF 1 Req

Manifest Code Name: 2026P0000

Collection Request Planned Release Version: 1

Planned Availability Date: 9/1/2025

Submission Date Range: 9/1/2025 – 10/15/2025

Organization Types That Must Report:

- Traditional districts
- JVSs

Major Change from Prior FY Version:

- The collection request name has been updated from the Five-Year Forecast to the Budget and Three-Year Forecast (see Change 26-104).
- CSV functionality has been added.

Data Sources Supported: QF flat file or CSV

Attachments Supported: .pdf or .txt files up to 20MB

Level 1 Reports Included: None

Level 2 Reports Included: None

Outstanding Issues: None known at this time

Release Note Date: 9/1/2025