Five-Year Forecast – Assumptions in PDF/TXT Directions

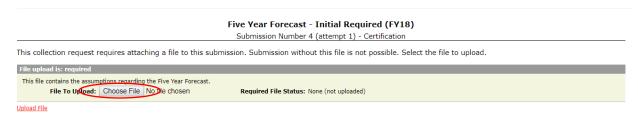
All city, local, exempted village, and joint vocational school districts are required to submit an initial five-year forecast by <u>November 30th</u> and an update by <u>May 31st</u> of each year. The forecast must be submitted electronically through EMIS.

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

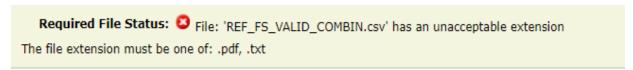
- 1. **QF –** This is the district's financial data. It is submitted to EMIS, and is required with every submission.
- 2. **Notes in PDF or TXT** Beginning in FY18, this is a requirement for districts to submit a .pdf or .txt document through EMIS. This allows districts to fully explain their financials 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:



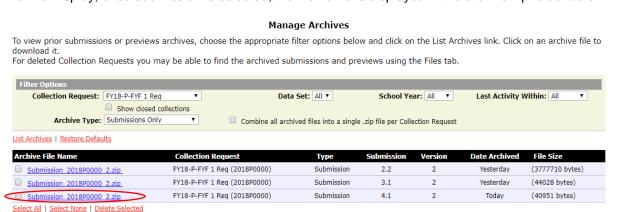
If incorrect file type is attached, the following message is received:



Shows file successfully added:



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



Archive Display:

	Name	Туре	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: https://public.education.ohio.gov/geoDoc/5-yrForecast/