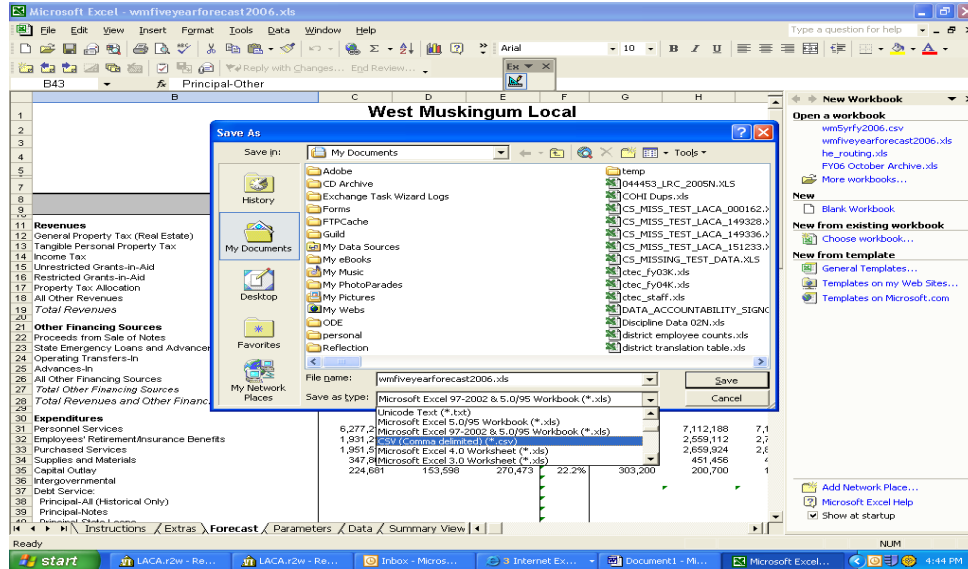


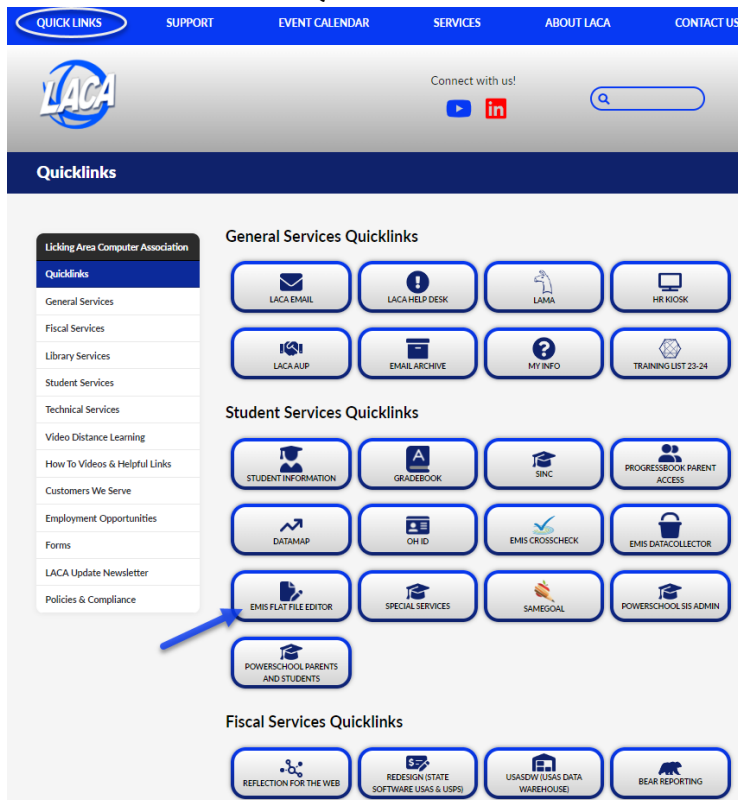


5 Year Forecast Load & Data Submission

1. Save the Forecast Excel spreadsheet as type **CSV (Comma delimited) (*.csv)**.



2. On LACA's Webpage select **EMIS Flat File Editor**.
Path: Quick Links>Student Services Quicklinks>EMIS Flat File Editor



3. Log into the **EMISFFE** using your full email address and site password.

4. Select the **Five Year Forecast (QF)**.

- Yearend District CTE Tech Prep Consortium Mapping (DC)
- Yearend District Testing (DT)
- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Civil Proceedings (Stmt R) - Case (QC)
- Civil Proceedings (Stmt R) - Description (QC)
- Federal Assistance Programs - Summary (QC)
- Federal Assistance Programs - Detail (QC)
- **Five-Year Forecast (QF)**

5. Once Selected, **Delete All FiveYearForecast**.

Id	Category Line Number	Three Years Prior Actual
1,458,503	1.010	7,923,241
1,458,504	1.020	636,843
1,458,505	1.030	0
1,458,506	1.035	3,778,450
1,458,507	1.040	1,302,733
1,458,508	1.045	0

6. Return to the Home Screen and select, **Five Year Forecast Spreadsheet Import**.

- Export data
- **Import data**
- Five Year Forecast Spreadsheet Import
- Student Demographic (G1)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Course (GN)
- Student Course Grade (FR)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)

7. Enter the following on the import screen:

- a) Number of header rows located at the top of the spreadsheet. This will be the number of rows in the spreadsheet that are before the start of data.
- b) Choose corresponding data column. This is the data location in the spreadsheet.

8. Select **Choose File** to find your CSV file and select the button to **Import CSV File**.

9. Select the **Five-Year Forecast (QF)** option to verify your forecast data.

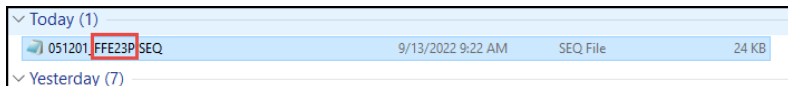
- Operational Unit (QC)
- Receipt (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Civil Proceedings (Stmt R) - Case (QC)
- Civil Proceedings (Stmt R) - Description (QC)
- Federal Assistance Programs - Summary (QC)
- Federal Assistance Programs - Detail (QC)
- **Five-Year Forecast (QF)**

10. Click **Export Data**.

11. Export the data for **Fiscal Year: 2024, Data Set: P, Records to Export: QF.**

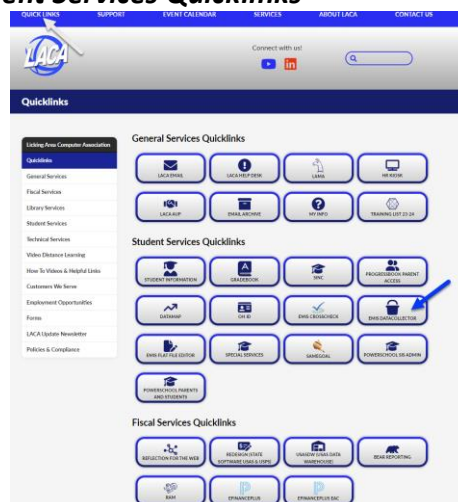


12. The file will save to your Downloads folder. Move the file where you can find it to upload into the Data Collector. Rename the file and add the fiscal year and reporting period to the filename.



13. Access the **Data Collector** from LACA’s website.

Path: Quick Links>Student Services Quicklinks



14. Login using the same username & password used for BEAR and USAS-R.

SIFWorks VRF Data Collector

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15. Click on **Data Sources>Other Data Sources>Manage.**

Data Source	UNC	Status	Action
<input type="checkbox"/>	test_manifest_data_file_1_with_error_correction_instructions.txt	Good	Remove

16. **Upload File** locate the file saved in step 12.

File Upload
Other Data Sources — C-Tec Files

Use the form below to upload files to the data source.

Upload

Data Source Name: C-Tec Files
 Target UNC Location: \\emis1\e\$\SIFAgents\Edustructures\FlatFileUploads\jv
 File To Upload: C:\Users\mknicey\Documents\EMISFFE\051201_FF [Browse...](#)

[Upload](#) [Cancel](#)

17. Select **Collection Request**, filter on **Data Set: P**, and then select **Start Collection** for the Five Year Forecast collection request.

Collection Requests Summary
Ohio Department of Education

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)

Use the choices below to filter the list of collection requests shown

Collection Request: Data Set: School Year: Last Activity Within:

Show closed collections

Sort Order

Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active

Five Year Forecast - Initial Required (FY23)
FY23-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

Submissions: September 07, 2022 - November 30, 2022 (78 days till close)
Version: 1
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#) (highlighted in red), [Add New Scheduled Collection](#), [Set Default Collection properties](#)

[Refresh](#) | [Restore Defaults](#)

18. Select the **Data Sources** option and click start collection. The screen will go back to the Collection Requests Summary page. Refresh to display the status.

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources

Collection Requests Summary > Start Collection

Five Year Forecast - Initial Required (FY20)
Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#) (highlighted in red)

Once Data Source is selected, click Start Data Collection (highlighted in green)

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> CT	Ready	Not Started

Scope of execution

Perform: Collect Only Collect and Prepare

19. Once the collection has completed, click on **Prepare** to determine if there are any errors.

Collection Requests Summary
Ohio Department of Education

[Refresh](#) | [Restore Defaults](#)

Use the choices below to filter the list of collection requests shown

Collection Request: Data Set: School Year: Last Activity Within:

Show closed collections

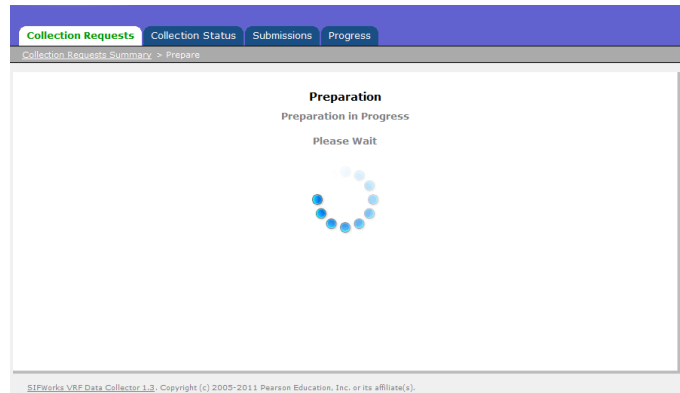
Sort Order

Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active

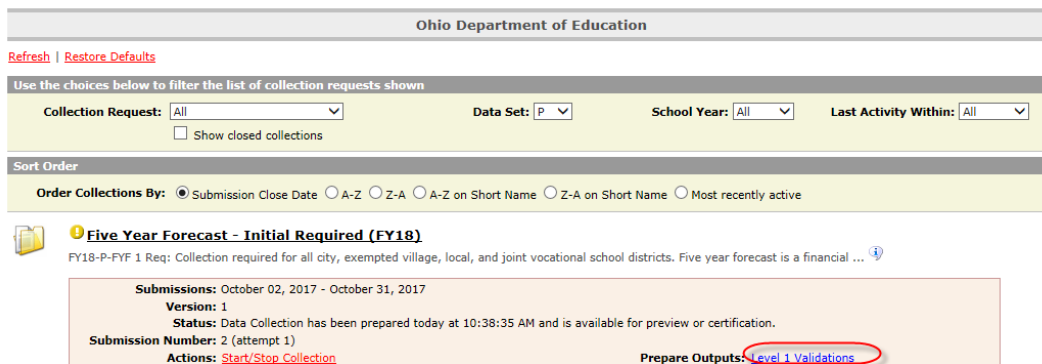
Five Year Forecast - Initial Required (FY18)
FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

Submissions: October 02, 2017 - October 31, 2017
Version: 1
Status: Data Collection has been prepared today at 10:38:35 AM and is available for preview or certification.
Submission Number: 2 (attempt 1)
Actions: [Start/Stop Collection](#), [Prepare](#) (highlighted in red), [Cancel/Submit](#), [Cancel](#), [Add New Scheduled Collection](#), [Set Default Collection properties](#)
Prepare Outputs: [Level 1 Validations](#), [Preview Prepared Data](#)

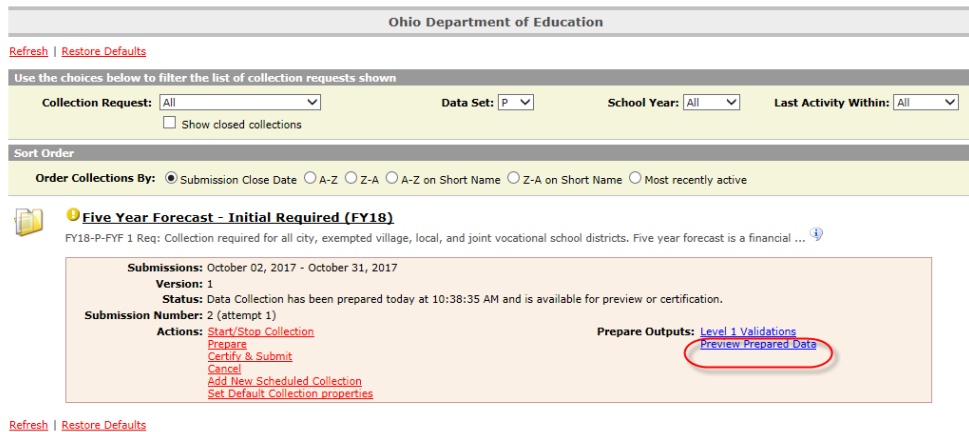
[Refresh](#) | [Restore Defaults](#)



20. Once Prepare completes, review any errors by selecting **Prepare Outputs: Level 1 Validations**.



21. Once the errors have been reviewed, select **Preview Prepared Data** to look at the files that will be sent to ODE.



22. Select Generate Preview.

Five Year Forecast - Initial Required (FY18)
Submission Number 2 (attempt 1), LEA: Granville Exempted Village Schools

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 10:38:35 AM

Preview Types

Detail

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: HTML
 CSV

Include in CSV files: Data only
 Data and Fatal exceptions
 Data and All exceptions

[Generate Preview](#)

File	Submission 2			Sub 1
	Valid	Invalid	Total	Valid
Forecast_Record.csv	65	0	65	65
Total counts:	65	0	65	65

23. Once data has been verified, select **Certify & Submit to send the data to ODE**. The Notes file must be in PDF format and attached at the time of submission.

Five Year Forecast - Initial Required (FY18)
FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

Submissions: October 02, 2017 - October 31, 2017
Version: 1
Status: Data Collection has been prepared today at 10:38:35 AM and is available for preview or certification.
Submission Number: 2 (attempt 1)

Actions: [Start/Stop Collection](#) [Prepare](#) [Certify & Submit](#) [Cancel](#) [Add New Scheduled Collection](#) [Set Default Collection properties](#)

Prepare Outputs: [Level 1 Validations](#) [Preview Prepared Data](#)

***Please note:** Certify & Submit will not work without the notes file.

Five Year Forecast - Initial Required (FY18)
Submission Number 2 (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: Browse... Required File Status: None (not uploaded)

[Upload File](#)

Statement of Certification

By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

I certify this collection

Certified By: Myers

Comments (FOR YOUR USE ONLY, maximum 255 characters)

[Certify & Submit](#) | [Cancel](#)

Browse and upload the Notes file. This is the only way notes are submitted to ODE. Certify & Submit Will not work without the notes file.

Select I certify this collection, then Certify & Submit