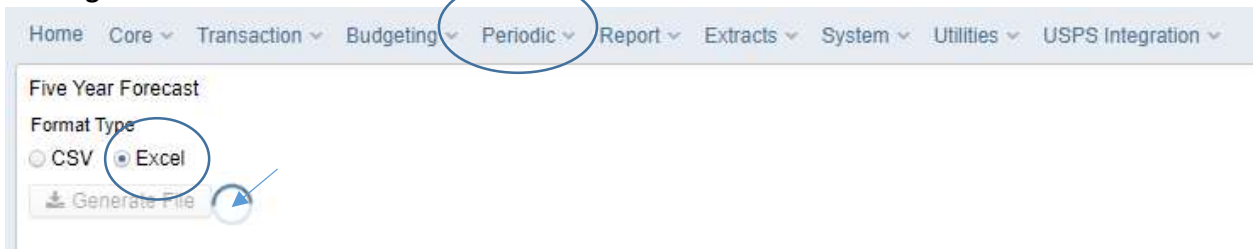


## Directions for financial forecast certify and submit

1. Create the financial forecast spreadsheet for the 3 prior years, average change and current year.

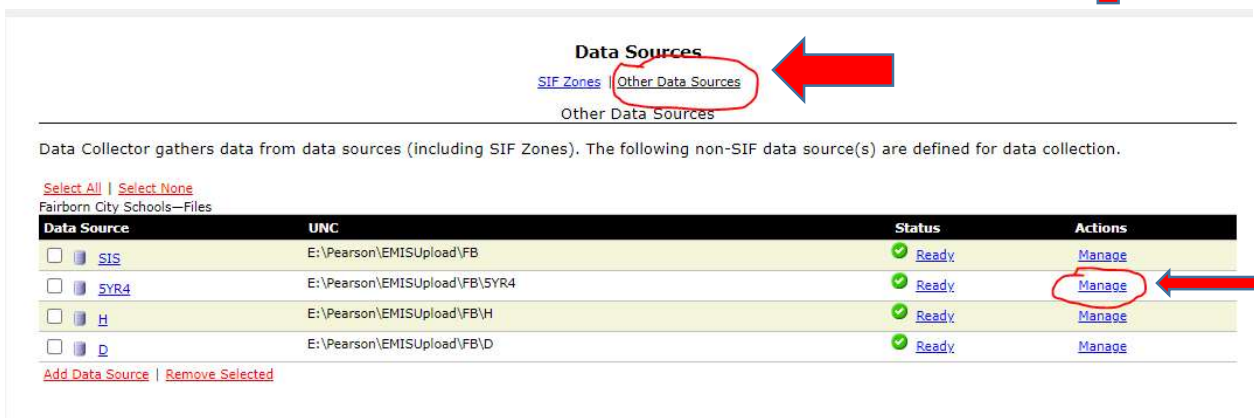
### Redesign:



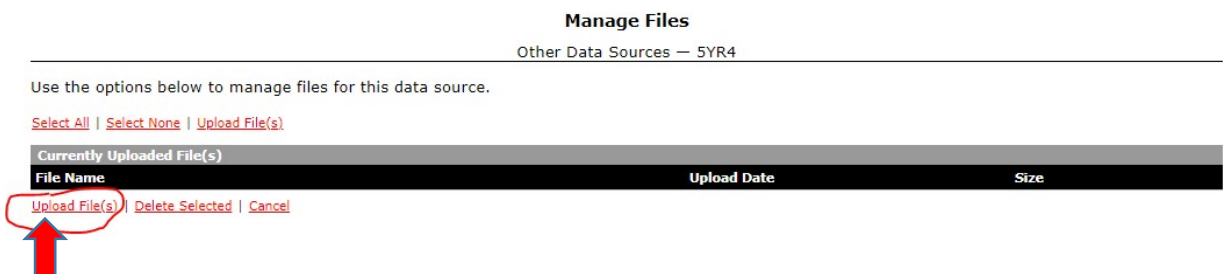
2. Complete the forecast years on the spreadsheet.
3. Save as a csv (Also recommend to close out of the file)
4. Click on the Data Sources Tab in the data collector



5. Click on Other Data Sources



6. Then click on manage under 5YR4 (Data collector still has 5 year instead of 3 year in some parts), see above
7. Click on Upload Files, then browse to find your 3-year forecast CSV file



## File Upload

Other Data Sources — 5YR4

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

**Upload**

**Data Source Name:** 5YR4

**Target UNC Location:** E:\Pearson\EMISUpload\FB\5YR4

**File To Upload:**  No file chosen

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



- Click Upload once you have chosen the CSV file
- Go to the Collection Requests tab and select the "FY26-P-TFY 2 FEB". This will bring the manifest to the top of the list.

**SIFWorks VR** Data Collector

[Collection Requests](#) | [Collection Status](#) | [Submissions](#) | [Progress](#) | [Reports](#) | [Archives](#) | [Messages](#) | [Resources](#) | [Preferences](#)

Collection Requests Summary

**Message Center** Click on the triangle to show the list of topics for each message type. Click on the topic link to see the message text. [Export messages to a .csv file](#)

My Messages (0 Unread Messages, 0 total)

Messages for My Organization Types (0 Unread Messages, 0 total)

Messages for All Users Statewide (0 Unread Messages, 0 total)

Show messages which are:  Expired  Hidden  Previously Seen

### Collection Requests Summary

Ohio Department of Education & Workforce

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

Use the filters 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



#### Budget and Three Year Forecast - Required Update (FY26)

FY26-P-TYF 2 FEB: Collection required for all city, exempted village, local, and joint vocational school districts. Budget and Three year forecast is ...

**Submissions:** February 01, 2026 - February 28, 2026 (25 days till close)

**Version:** 1

**Status:** This collection has never been submitted.

**Submission Number:** 1 (attempt 0)

**Actions:** [Start Collection](#) [Add New Scheduled Collection](#) [Set Default Collection properties](#)

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

### 10. Then click Start/stop Collection

11. Check the 5YR4 (DEW has not updated everything to reflect 3 year forecast) Data Source and then click “Start Data Collection for all items checked below”.

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Start Collection

### Five Year Forecast - Initial Required (FY18)

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](#)

Data Sources	Availability	Collection Status
<input type="checkbox"/> SIS	✓ Ready	Not Started
<input checked="" type="checkbox"/> 5YR4	✓ Ready	Not Started
<input type="checkbox"/> H	✓ Ready	Not Started

**Scope of execution**

Perform:  Collect Only  Collect and Prepare

12. Click Prepare and then OK when prepare completes.

Ohio Department of Education & Workforce

[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

 **Budget and Three Year Forecast - Required Update (FY26)**

FY26-P-TYF 2 FEB: Collection required for all city, exempted village, local, and joint vocational school districts. Budget and Three year forecast is ...

**Submissions:** February 01, 2026 - February 28, 2026 (25 days till close)

**Version:** 1

**Status:** Data Collection completed successfully today at 09:49:15 AM.

**Submission Number:** 1 (attempt 0)

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

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

13. Click Preview Prepared Data

Ohio Department of Education & Workforce

[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

 **Budget and Three Year Forecast - Required Update (FY26)**

FY26-P-TYF 2 FEB: Collection required for all city, exempted village, local, and joint vocational school districts. Budget and Three year forecast is ...

**Submissions:** February 01, 2026 - February 28, 2026 (25 days till close)

**Version:** 1

**Status:** Data Collection has been prepared today at 09:52:40 AM and is available for preview or certification.

**Submission Number:** 1 (attempt 1)

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

**Prepare Outputs:** [Preview Prepared Data](#)

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

14. Click Generate Preview –

**Budget and Three Year Forecast - Required Update (FY26)**  
Submission Number 1 (attempt 1), [REDACTED]

---

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

**Last Prepared:** Today at 09:52:40 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

You need to re-Generate Preview after changing any of the above radio buttons

[Generate Preview](#)

15. It will display a record count. Click on the csv file to open it. Confirm that we loaded the correct forecast.

**Budget and Three Year Forecast - Required Update (FY26)**  
Submission Number 1 (attempt 1), [REDACTED]

---

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

**Last Prepared:** Today at 09:52:40 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

You need to re-Generate Preview after changing any of the above radio buttons

[Generate Preview](#)

File	In Progress Submission (1)			Prior Submission (0)		
	Valid	Invalid	Total	Valid	Invalid	Total
<a href="#">Excluded_Records.csv</a>			0			0
<a href="#">Forecast_Record.csv</a>	61	0	61	0	0	0
<b>Total counts:</b>	61	0	61	0	0	0

✓

**Need to make changes?**

If you are not satisfied with this data, click on the Collection Requests tab and cancel the collection (or use the Start/Stop Collection link below) to re-collect from the data source(s). You can then Prepare and Preview the collection again.

[Start/Stop Collection...](#)

**Certification / Submission**

Once you have previewed the collection and are satisfied with its contents, click the link below to certify it and submit it to Ohio Department of Education & Workforce.

[Certify & Submit...](#)

16. There is a Certify & Submit option on this page or you can click the Collection Request tab and certify and submit from the first page.

17. Add your pdf assumptions at this time. Browse to where they are saved and click Upload File. Do not email your assumptions to ODE.

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Preview > Certify & Submit

Submission Number 1 (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: O:\FISCAL\5yr4castfy18 5yr4chillicothe-043745.pdf Browse... Required File Status: None (not uploaded)

Upload File

Statements 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: Dinnen

Comments (FOR YOUR USE ONLY, maximum 255 characters)

Certify & Submit | Cancel

18. The Required File Status will change to show that the file was uploaded successfully and will be included in the submission. Check the "I certify this collection" box and then Certify and Submit.

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Preview > Certify & Submit

Submission Number 1 (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: File Uploaded

File: 'Chillicothe-043745.pdf' will be included with the submission.

Remove File

Statements 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: Dinnen

Comments (FOR YOUR USE ONLY, maximum 255 characters)

Certify & Submit | Cancel

Process complete!!