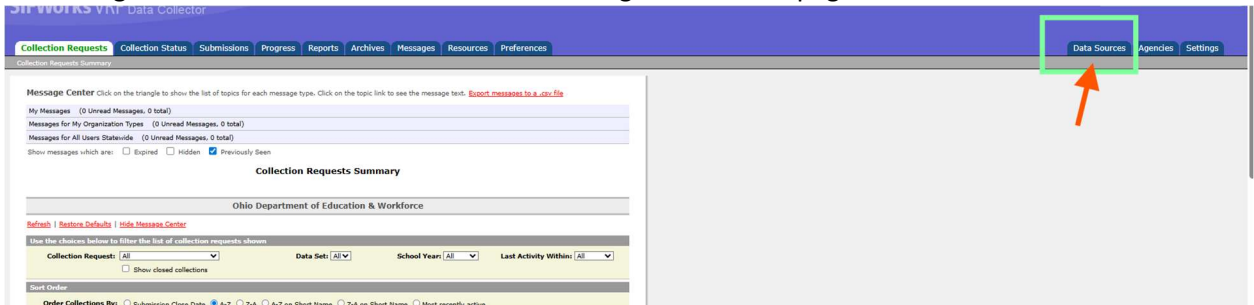
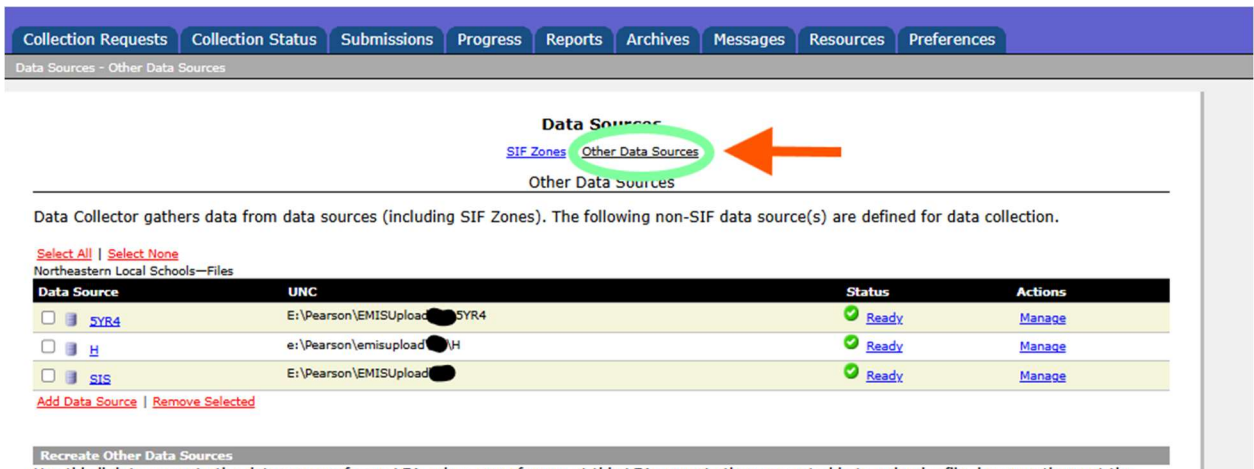


How to Upload the 5-Year Forecast CSV Output file to the Data Collector

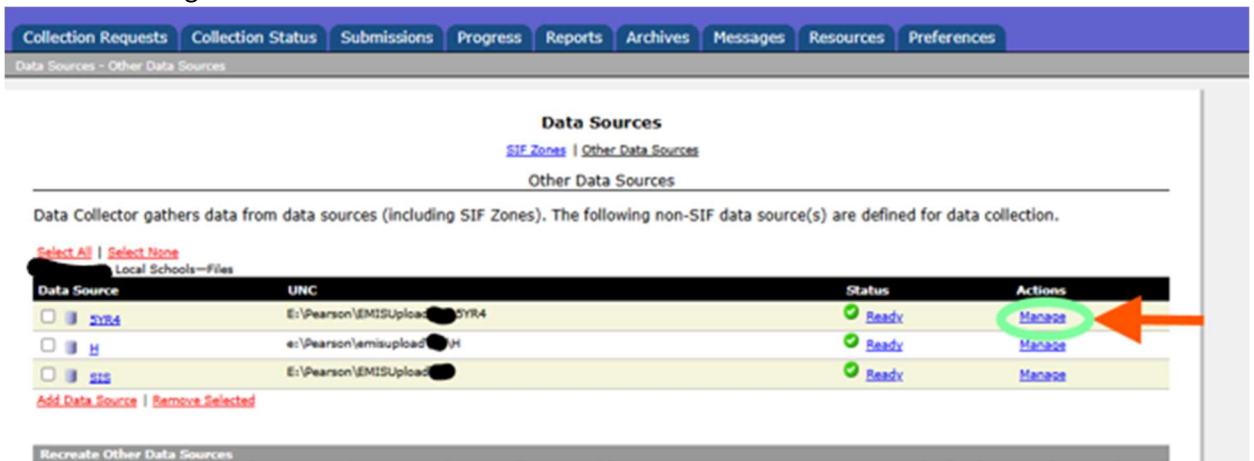
1. **DO NOT OPEN OR DOWNLOAD THE FILE FROM K12-** This will cause the file to drop the leading zero's and that will cause issues when you review your prepared data in the data collector
2. Click and drag the CSV file from K12 to your desktop or specific folder/drive you want to store and upload the file from
3. Log into the Data Collector
4. First navigate to the Data Sources tab over on the right side of the page



5. Click over to the "Other Data Sources" tab



6. Click on "Manage" under Actions



7. Click "Upload File(s)"

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

Data Sources - Other Data Sources > Manage Files

Manage Files

Other Data Sources - 5YR4

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

File Name	Upload Date	Size
<input type="checkbox"/> █████_FFE (1).SEQ	May 16, 2025 01:03:34 PM	(26867 bytes)
<input type="checkbox"/> █████_FFE.SEQ	November 21, 2024 03:47:05 PM	(26867 bytes)

8. Click "Choose 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: F:\Data\AFMISUpload\█████\5YR4

File To Upload: file chosen

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

9. Locate where you saved/clicked and dragged the file from K12 or your third party that provided the CSV output file, click on the file you want to upload, then click open or you can double click the file

Open

« Fiscal > Syn4cast > FY26 5yr4 > MV

Search MV

Organize New folder

Name	Date modified	Type	Size
Forecast CSV (2026).csv	9/22/2025 9:49 AM	Microsoft Excel C...	4 KB

File name: Forecast CSV (2026).csv All Files (*.*)

10. Click Upload

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\5YR4

File To Upload: No file chosen



11. Now Click over to the Collection Requests Tab and find the collection for the Forecast, named Budget and Three Year Forecast – Initial Required (FY26) and “Start Collection”

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 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

 **Beginning of Year Student Collection (FY26)**
FY26-S-TRAD Init: Collection required for all Traditional Districts, JVSs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FM, FN, ...

Submissions: August 14, 2025 - December 19, 2025 (88 days till close)

Version: 3

Status: Data Collection has been prepared today at 11:17:39 AM and is available for preview or certification.


Submission Number: 10 (attempt 1)

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

From ODE: [Level 2 Reports](#)

Prepare Errors: [None \(has other errors or warnings\)](#)

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

 **Budget and Three Year Forecast - Initial Required (FY26)**
FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and vocational school districts. Three year forecast is a financial...


Submissions: September 01, 2025 - October 15, 2025 (23 days till close)

Version: 1

Status: This collection has never been submitted.

Submission Number: 1

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



- Check the 5YR4 data sources check box and click on the link in red stating: **Start Data Collection** for all items checked below

Budget and Three Year Forecast - Initial Required (FY26)
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 Source	Availability	Collection Status
<input checked="" type="checkbox"/> 5YR4	Ready	Not Started
<input type="checkbox"/> ...	Ready	Not Started
<input type="checkbox"/> SIS	Ready	Not Started

Scope of execution

Zone Controls

Click the link in the Zone Status column to connect and disconnect a zone. Click the link in the Availability column to view the non-SIF data source availability.

Manage Other Data Sources

Click the link below to manage the other data sources (e.g. upload or remove files from a Files Data Source).

[Manage Other Data Sources](#)

- After the collection is done/shows completed successfully then prepare the data

Budget and Three Year Forecast - Initial Required (FY26)
FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Three y

Submissions: September 01, 2025 - October 15, 2025 (23 days till close)
Version: 1
Status: Data Collection completed successfully today at 01:25:03 PM.
Submission Number: 1 (attempt 0)

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

- Click OK

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

Collection Requests Summary > Prepare

Preparation Status

Complete

Preparation Complete (Elapsed Total Time: 00:00:01)

- Next preview the prepared data

Budget and Three Year Forecast - Initial Required (FY26)
FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Three year forecast is a financial...

Submissions: September 01, 2025 - October 15, 2025 (23 days till close)
Version: 1
Status: Data Collection has been prepared today at 01:29:19 PM 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](#)

16. Select all data and exceptions for the “Include in CSV files” option and click Generate Preview

Budget and Three Year Forecast - Initial Required (FY26)
Submission Number 1 (attempt 1), LEA: [REDACTED]

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

Last Prepared: Today at 01:29:19 PM

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](#)

17. Ensure you see a number (not zero) for valid accounts and under total. If you show zero (0) valid/total results reach back out to K12 as the file sent by the third party may have had the leading zero's dropped off (if you previously opened or downloaded the file before clicking and dragging it to your PC this will cause the leading zero's to fall off).

Last Prepared: Today at 01:29:19 PM

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
Excluded_Records.csv			6			0
Forecast_Record.csv	61	0	61	0	0	0
Total count:	61	0	67	0	0	0

18. If you show you have valid results; click to certify & submit

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

Collection Requests Summary > Preview

Budget and Three Year Forecast - Initial Required (FY26)

Submission Number 1 (attempt 1), LEA: Northeastern Local Schools

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

Last Prepared: Today at 01:29:19 PM

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](#)

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...](#)

19. ***If you have to get/upload a new file you will need to cancel any current collection to re-start this process over again once you have a good file from the 3rd party