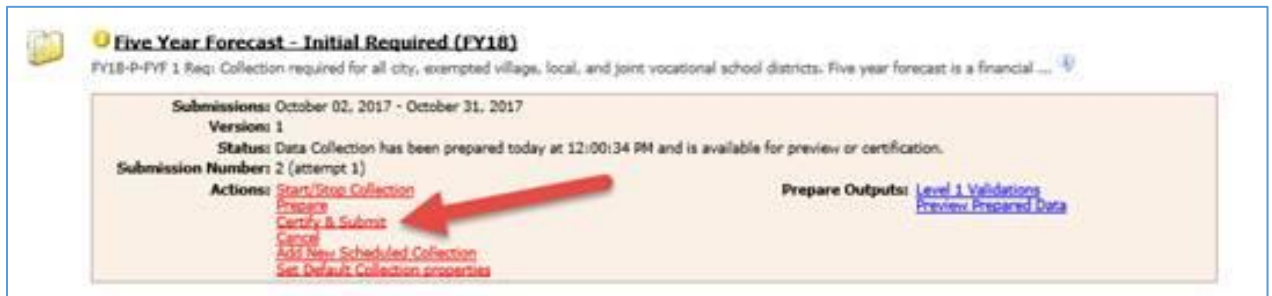


## Submitting Assumptions/Notes for Five Year Forecast to ODE

Save your assumptions/notes as a PDF.

1. HCC recommends using the same naming convention as in past years, though that no longer appears to be required: District\_Name-IRN.
  - All parts of the district's name are separated with an underscore, followed by a dash and then the six digit IRN, containing NO spaces.
  - Newton Falls Exempted Village would be named NEWTON\_FALLS-012345
  - Newton Local would be named NEWTON-234567
  - The school district type (city, local, exempted village, JVS, etc.) should NOT be part of the file name.
2. Once your submission of your Five Year Forecast is complete (collected, prepared & previewed), you'll see an option to "Certify & Submit".



3. Select that option and you'll then be presented with a new screen. Upload your pdf file, and then certify and submit as usual.

