

# PMR Summary Report (North Carolina)

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<u>Report Editor</u> | <u>Generate the PMR Summary Report</u> | <u>Review the Report</u> | <u>Submit Verification</u> | <u>Report Layout</u> | <u>Next Steps</u>

Tool Search: NC PMR Extract

The **PMR Summary Report** is part of a series of extracts that report enrollment, membership, and attendance information for the **Principal's Monthly Report Extrac**t. It is collected by NCDPI at the end of each school month for nine months and is used as the source data for calculating the following:

- Average Daily Membership
- Average Daily Attendance
- Enrollment
- Membership Last Day
- Violation Status

Students do not report when:

- Their enrollment record is marked as No Show or State Exclude.
- Their grade level of enrollment is marked as State Exclude.
- Their calendar of enrollment is marked as State Exclude.

#### Only information from enrollments with a Service Type of Primary is included.

See the <u>NC Principals Monthly Report Extract</u> article for information on required data setup, report logic, tool rights, and more.

C PMR Extract 🖈			Reportin	g > NC State Reporting	> NC PMR Extra
nstructions				+	
Set Up				+	
Report Options				-	
Extract Type * (Choose one) PMR Summary School Month Sequence * (Choose one)					
Dutput Options				-	
Report Processing		Format Type			
Submit to Batch Queue					
High Priority Keep Until I Delete					
Queue Start Date and Time * 08/22/2024 9:03 AM					
Batch Queue Results				-	
Start Date         End Date           MM/DD/YYYY         Imit MM/DD/YYYY					
Report Title Qu	eued Time \downarrow		Status		
PMRExtract 08	/22/2024 8:33:25 AM		COMPLETED	>	
Generate Review Submit Verification					

## **Report Editor**

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Data Element	Description
Set Up	
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars. As noted previously, all calendars are automatically selected because this is a school-wide report.
Show Active Year Only	When set to ON, only those calendars for the school year are available for selection. When set to OFF, all calendars from all school years are available for selection based on the user's tool rights.
<b>Report Options</b>	



Data Element	Description	
Extract Type	Determines which PMR report generates. For this instance, select <b>PMR</b> <b>Summary</b> .	
	The PMR Summary is the only report that includes the Generate and Submit Verification options for users assigned proper tool rights. All other reports include the Review option.	
School Month Sequence	Indicates which <u>School Month</u> is being reported. Select one school month from the list.	
	In Campus, PMR Intervals are called School Months.	
Output Options		
Report Processing	To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option.	
	The Snapshot being compared is taken at the same time as the PMR summary and only students who report on the PMR summary are used in the counts. Submitting to Batch is useful when generating the report for several calendars or for more significant amounts of reported data. See the <u>Batch Queue</u> article for more information.	
	The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed at a later time.	
Format Type	Determines in which format the report generates - CSV or HTML.	

Follow this workflow for generating the PMR Extract.

- 1. Generate the PMR Summary.
- 2. Generate the <u>Data Validation Reports</u>.
- 3. Regenerate the PMR Summary.
- 4. Review the PMR Summary.
- 5. Submit Verification the PMR Summary.
- 6. Generate the remaining PMR Extracts.

## **Generate the PMR Summary Report**

Review the <u>PMR Getting Started</u> information for important setup, tool rights, report logic and workflow processes **BEFORE** generating the report.



- 1. Select **PMR Summary** from the **Extract Type** field.
- 2. Select the appropriate **School Month** from the dropdown list.
- 3. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
- 4. Select the desired Format Type.
- 5. Click Generate. The report displays in the selected format.

The following <u>State Attendance Codes</u> are IGNORED when generating the PMR Summary:

- 1X: Nonobligatory (PK-Use Only)
- 1L: Excused Tardy
- 2L: Unexcused Tardy

PM	PMR Summary Records:4																								
PS	SU S	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	<b>VerifiedTime</b>	SummaryGroup	StateGrade	ADA	ADM	E1	62 I	1 R	2 R3	StartStatusTotal	W1	W2	W3	W4	W2T	EndSta
09	90	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	09	1	1	4	0 0	0	0	4	0	0	0	0	)	0
09	90	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	10	0	0	2	0 0	0	0	2	0	0	0	0	)	0
09	90	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	12	0	0	1	0	0	0	1	0	0	0	0	)	0
09	90	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	Group Total	1	1	7	0	0	0	7	0	0	0	0	)	0

PMR Summary Report - HTML Format

### **Review the Report**

Follow the procedures above, selecting the same calendar and School Month. Instead of choosing Generate, choose **Review**. This pulls data from the snapshot previously created; if changes were made to enrollment records or attendance data between the snapshot's first creation and the date the data was reviewed, those changes are not reflected in the review results.

The Generate step creates a snapshot of data as it was on the day it was generated. This Review step uses that snapshot data.

### **Submit Verification**

Additional tool rights are needed for this step. See the <u>NC Principal's Monthly Report Extract</u> information for details.

Once the data has been generated and reviewed, submit that data to the state. **The same individual who generated the report must also be the same individual to submit this data.** 

When submitting the verification, text of the North Carolina General Statute Sections 115C- 276 (p); 115C--288 (b) and 115C-317 displays, requirement acknowledgement and certification of the data contained in the report. Once **Submit** is selected, data is sent to the State, and no further



changes can be made.

# **Report Layout**

Data Element	Description	Location
PSU	Reports the first three digits of the school's Public School Unit number of the selected school. <i>Numeric, 3 digits</i>	District Information > State District Number District.number
School Number	Reports the unique state school number of the selected school. <i>Numeric, 6 digits</i>	School Information > State School Number School.number
School Name	Reports the name of the selected school from the editor. <i>Alphanumeric, 20 characters</i>	School Information > School Name School.name
End Year	Reports the last four digits of the school year selected. <i>Numeric, 4 digits</i>	Calendar Information > End Date Calendar.endDate
PMR Month	Reports the numeric value of the selected School Month from the report editor. When the PMR Interval is validated along with another PMR Interval, the school month plus the letter R (1R, 2R, etc.). <i>Numeric, 1 digit</i>	School Month > Name SchoolMonth.name
Submitted	<ul><li>When the data for the report has been verified (submitted to the state), a value of 1 reports.</li><li>Otherwise, this column is blank.</li><li><i>Numeric, 1 digit</i></li></ul>	N/A
Generated By	Reports the staff person's name of the last person who generated the report. <i>Alphanumeric, 30 characters</i>	User Account > Name UserAccount.name



Data Element	Description	Location
Generated Time	Reports the time the data was generated. <i>Alphanumeric, 15 characters (MM/DD/YYYY,</i> <i>HH:MM AM/PM)</i>	Calculated value
Verified By	Reports the name of the staff person who clicked Submit Verification. Once submitted, additional generation of the same data does not occur. <i>Alphanumeric, 30 characters</i>	User Account > Name UserAccount.name
Verified Time	Reports the time the user clicked Submit Verification. <i>Alphanumeric, 15 characters (MM/DD/YYYY,</i> <i>HH:MM AM/PM)</i>	Calculated value
Summary Group	Displays the grouping name being reported for that row - Standard and PK. <i>Alphanumeric, 8 characters</i>	N/A
Grade	<ul> <li>Reports the Grade Level State Code.</li> <li>Reports one row per grade level in numeric order.</li> <li>Reports a Group Total that reports the sum of the values within the summary group for that school.</li> <li>Alphanumeric, 2 characters</li> </ul>	Grade Level Setup Enrollments > General Enrollment Information > Grade Enrollment.grade



Data Element	Description	Location
ADA	<ul> <li>Reports the Average Daily Attendance, based on the sum of the number of days in attendance for all students divided by the number of days in the school month, rounded to the nearest hundredth decimal place, using the Basic PMR Calculation.</li> <li>State Grade Levels of PR are not reported in this calculation.</li> <li>For PK grade levels, this ADA calculation displays as N/A.</li> </ul>	Calculated value
	Report Extract landing page for detailed information.	
	Numeric, 5 digits	
ADM	<ul> <li>Reports the Average Daily Membership for all students using the <u>Basic PMR Calculation</u>.</li> <li>Student Membership Days NVIO is divided by the number of days in the school month and rounded to the nearest 100th decimal place for EACH GRADE LEVEL.</li> <li>Once the grade level ADM is calculated, all grade level ADMs are added together to determine the ADM for the school. Each school's ADM in the LEA is added together to determine the LEA's ADM using the <u>Basic PMR Calculation</u>.</li> </ul>	Calculated value
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	



Data Element	Description	Location
E1	Reports the aggregated number of enrollments where the Enrollment Start Status is <b>E1: Initial Enrollment - This</b> <b>Year</b> AND the student meets the requirements of the <u>Basic PMR Calculation</u> . End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
	Numeric, 5 digits	
E2	Reports the aggregated number of enrollments where the Enrollment Start Status is <b>E2: Initial Enrollment from non-</b> <b>NC Public School</b> AND the student meets the requirements of the <u>Basic PMR</u> <u>Calculation.</u> End Status must not be one of the following: W1, W2, W3, W4, W6, W2T.	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	



Data Element	Description	Location
R1	Reports the aggregated number of enrollments where the Enrollment Status is <b>R1: Re-Entry - previous in W1</b> AND the student meets the requirements of the <u>Basic</u> <u>PMR Calculation.</u> End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
R2	Reports the aggregated number of enrollments where the Enrollment Start Status is <b>R2: Transfer within the same</b> <b>LEA</b> AND the student meets the requirements of the <u>Basic PMR Calculation</u> . End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
	Numeric, 5 digits	



Data Element	Description	Location
R3	Reports the aggregated number of enrollments where the Enrollment Start Status is <b>R3: Transfer from another LEA</b> AND the student meets the requirements of the <u>Basic PMR Calculation</u> . End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
Start Status Total	Reports the aggregated sum of the values reported in the previous five fields (start status E1 through R3) AND the student meets the requirements of the <u>Basic PMR</u> <u>Calculation</u> . Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Calculated value
	Numeric, 5 digits	



W1	Reports the aggregated number of enrollments where the Enrollment End Status is <b>W1: Transfer Withdrawal</b> AND the student meets the requirements of the <u>Basic</u> <u>PMR Calculation.</u>	Enrollments > General Enrollment Information > Local End Status
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollment.endStatus
W2	Reports the aggregated number of enrollments where the Enrollment End Status is <b>W2: Early Leaver Withdrawal</b> AND the student meets the requirements of the <u>Basic</u> <u>PMR Calculation.</u> Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus
W3	Reports the aggregated number of enrollments where the Enrollment End Status is <b>W3: Death</b> AND the student meets the requirements of the <u>Basic PMR Calculation</u> . Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus



Data Element	Description	Location
W4	Reports the aggregated number of enrollments where the Enrollment End Status is <b>W4: Early Completer/Midyear</b> <b>Grad</b> AND the student meets the requirements of the <u>Basic PMR Calculation.</u>	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
W2T	Reports the aggregated number of enrollments where the Enrollment End Status is <b>W2T: Community College Adult High</b> <b>School (CCAHS)</b> AND the student meets the requirements of the <u>Basic PMR Calculation</u> . Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus
	Monthly Report Extract landing page for detailed information.	
End Status Total	Reports the aggregated sum of the values reported in the previous five fields (End Status W1 through W2T) AND the student meets the requirements of the <u>Basic PMR</u> <u>Calculation.</u>	Calculated value
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	



Data Element	Description	Location
MEM Last Day NVIO	Reports the total of the values reported in the previous fields using the following calculation for students considered <u>In Violation</u> . This does NOT include students who ended their enrollment before the end of the school month. SUM (E1,E2,R1,R2,R3 minus W1,W2,W3,W4,W2T) Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	Calculated value
	Numeric, 5 digits	
MEM Last Day VIO	Reports the aggregated sum of all enrollments as of the last day for students considered <u>In Violation</u> .	Calculated value
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
MEM Days NVIO	Reports the sum of the values reported for MEM Days VIO + Days Present + Days Absent Non-1H/1M/1S.	Calculated value
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	



Data Element	Description	Location
MEM Days VIO	Reports the total days of all reported enrollments for students considered <u>In</u> <u>Violation</u> .	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
Days Present On Site	Reports the total membership days using the Basic PMR Calculation.	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
Days Present Off Site (1H, 1M, 1Q, 1S)	Reports the total membership days absent using the <u>Basic PMR Calculation</u> AND the student's attendance event <b>has</b> a State Attendance Code of 1H, 1M, 1Q or 1S.	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	



Data Element	Description	Location
Days Present Remote (1R)	Reports the total membership days using the <u>Basic PMR Calculation</u> AND the student was remotely attending classes.	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
Total Days Present	Reports the total membership days the student was counted as present.	Calculated value
	information. Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
Days Absent	Reports the total membership days the student was marked absent.	Calculated value
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
Percent On- Site	Reports the percentage of all present days where the Attendance State Code is NOT <b>1R:</b> <b>Present Off-Site</b> using the <u>Basic PMR</u> <u>Calculation</u> .	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	



Data Element	Description	Location
Percent Off- Site	Reports the percentage of all present days where the Attendance State Code is <b>1R:</b> <b>Present Off-Site</b> using the <u>Basic PMR</u> <u>Calculation</u> .	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	
Percent Remote	Reports the percentage of all present days where the Attendance State Code is <b>1R:</b> <b>Present Off-Site</b> using the <u>Basic PMR</u> <u>Calculation</u> and the student is remotely attending classes.	Calculated value.
	Refer to the <u>Attendance</u> <u>Calculations</u> section on the NC Principal's Monthly Report Extract landing page for detailed information.	
	Numeric, 5 digits	

## **Next Steps**

Generate one of the other reports to review PMR information:

- PMR Detail
- PMR Best 1 of 2
- Students Not Included in the PMR Summary
- GRS Summary
- GRS Detail