

# PMR Summary Report (North Carolina)

Last Modified on 12/12/2024 10:39 am CST

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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 Extract**. 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.

See the [NC Principals Monthly Report Extract](#) article for information on required data setup, report logic, tool rights, and more.

NC PMR Extract Reporting > NC State Reporting > NC PMR Extract

**Instructions** +

**Set Up** +

**Report Options** -

Extract Type \* (Choose one)  
 PMR Summary

School Month Sequence \* (Choose one)  
 1

**Output Options** -

**Report Processing**  
 Submit to Batch Queue

**Format Type**  
 HTML  
 CSV

**Queue Options**  
 High Priority  
 Keep Until I Delete

**Queue Start Date and Time \***  
 08/22/2024 9:03 AM

**Batch Queue Results** -

Start Date: MM/DD/YYYY    End Date: MM/DD/YYYY

Report Title	Queued Time ↓	Status
PMRExtract	08/22/2024 8:33:25 AM	COMPLETED

Generate    Review    Submit Verification

PMR Summary Report

# Report Editor

Data Element	Description
<b>Set Up</b>	
<b>Search Calendars</b>	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.
<b>Show Active Year Only</b>	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
<b>Extract Type</b>	<p>Determines which PMR report generates. For this instance, select <b>PMR Summary</b>.</p> <p>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.</p>
<b>School Month Sequence</b>	<p>Indicates which <a href="#">School Month</a> is being reported. Select one school month from the list.</p> <p>In Campus, <i>PMR Intervals</i> are called <i>School Months</i>.</p>
<b>Output Options</b>	
<b>Report Processing</b>	<p>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.</p> <p>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 <a href="#">Batch Queue</a> article for more information.</p> <p>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.</p>
<b>Format Type</b>	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 [Data Validation Reports](#).
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 [PMR Getting Started](#) 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 [State Attendance Codes](#) are IGNORED when generating the PMR Summary:

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

PMR Summary Records:4																								
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	Summary_Group	StateGrade	ADA	ADM	E1	E2	R1	R2	R3	StartStatusTotal	W1	W2	W3	W4	EndSta
090	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	09	1	1	4	0	0	0	4		0	0	0	0	0
090	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	10	0	0	2	0	0	0	2		0	0	0	0	0
090	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
090	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 [NC Principal's Monthly Report Extract](#) 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
<b>PSU</b>	<p>Reports the first three digits of the school's Public School Unit number of the selected school.</p> <p><i>Numeric, 3 digits</i></p>	<p>District Information &gt; State District Number</p> <p>District.number</p>
<b>School Number</b>	<p>Reports the unique state school number of the selected school.</p> <p><i>Numeric, 6 digits</i></p>	<p>School Information &gt; State School Number</p> <p>School.number</p>
<b>School Name</b>	<p>Reports the name of the selected school from the editor.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>School Information &gt; School Name</p> <p>School.name</p>
<b>End Year</b>	<p>Reports the last four digits of the school year selected.</p> <p><i>Numeric, 4 digits</i></p>	<p>Calendar Information &gt; End Date</p> <p>Calendar.endDate</p>
<b>PMR Month</b>	<p>Reports the numeric value of the selected School Month from the report editor.</p> <p>When the PMR Interval is validated along with another PMR Interval, the school month plus the letter R (1R, 2R, etc.).</p> <p><i>Numeric, 1 digit</i></p>	<p>School Month &gt; Name</p> <p>SchoolMonth.name</p>
<b>Submitted</b>	<p>When the data for the report has been verified (submitted to the state), a value of 1 reports.</p> <p>Otherwise, this column is blank.</p> <p><i>Numeric, 1 digit</i></p>	N/A
<b>Generated By</b>	<p>Reports the staff person's name of the last person who generated the report.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>User Account &gt; Name</p> <p>UserAccount.name</p>

Data Element	Description	Location
<b>Generated Time</b>	<p>Reports the time the data was generated.</p> <p><i>Alphanumeric, 15 characters (MM/DD/YYYY, HH:MM AM/PM)</i></p>	Calculated value
<b>Verified By</b>	<p>Reports the name of the staff person who clicked Submit Verification. Once submitted, additional generation of the same data does not occur.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>User Account &gt; Name</p> <p>UserAccount.name</p>
<b>Verified Time</b>	<p>Reports the time the user clicked Submit Verification.</p> <p><i>Alphanumeric, 15 characters (MM/DD/YYYY, HH:MM AM/PM)</i></p>	Calculated value
<b>Summary Group</b>	<p>Displays the grouping name being reported for that row - Standard and PK.</p> <p><i>Alphanumeric, 8 characters</i></p>	N/A
<b>Grade</b>	<p>Reports the Grade Level State Code.</p> <p>Reports one row per grade level in numeric order.</p> <p>Reports a Group Total that reports the sum of the values within the summary group for that school.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Grade Level Setup</p> <p>Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p>
<b>ADA</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <ul style="list-style-type: none"> <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> <p><i>Numeric, 5 digits</i></p>	Calculated value

Data Element	Description	Location
<b>ADM</b>	<p>Reports the Average Daily Membership for all students using the <a href="#">Basic PMR Calculation</a>.</p> <p>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.</p> <p>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 <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
<b>E1</b>	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is <b>E1: Initial Enrollment - This Year</b> AND the student meets the requirements of the <a href="#">Basic PMR Calculation</a>.</p> <p>End Status must not be one of the following: W1, W2, W3, W4, W6, W2T</p> <p><i>Numeric, 5 digits</i></p>	Enrollments > General Enrollment Information > Local Start Status  Enrollment.startStatus
<b>E2</b>	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is <b>E2: Initial Enrollment from non-NC Public School</b> AND the student meets the requirements of the <a href="#">Basic PMR Calculation</a>.</p> <p>End Status must not be one of the following: W1, W2, W3, W4, W6, W2T</p> <p><i>Numeric, 5 digits</i></p>	Enrollments > General Enrollment Information > Local Start Status  Enrollment.startStatus

Data Element	Description	Location
<b>R1</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <p>End Status must not be one of the following: W1, W2, W3, W4, W6, W2T</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local Start Status</p> <p>Enrollment.startStatus</p>
<b>R2</b>	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is <b>R2: Transfer within the same LEA</b> AND the student meets the requirements of the <a href="#">Basic PMR Calculation</a>.</p> <p>End Status must not be one of the following: W1, W2, W3, W4, W6, W2T</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local Start Status</p> <p>Enrollment.startStatus</p>
<b>R3</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <p>End Status must not be one of the following: W1, W2, W3, W4, W6, W2T</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local Start Status</p> <p>Enrollment.startStatus</p>
<b>Start Status Total</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Calculated value</p>



Data Element	Description	Location
<b>W1</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local End Status</p> <p>Enrollment.endStatus</p>
<b>W2</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local End Status</p> <p>Enrollment.endStatus</p>
<b>W3</b>	<p>Reports the aggregated number of enrollments where the Enrollment End Status is <b>W3: Death</b> AND the student meets the requirements of the <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local End Status</p> <p>Enrollment.endStatus</p>
<b>W4</b>	<p>Reports the aggregated number of enrollments where the Enrollment End Status is <b>W4: Early Completer/Midyear Grad</b> AND the student meets the requirements of the <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local End Status</p> <p>Enrollment.endStatus</p>
<b>W2T</b>	<p>Reports the aggregated number of enrollments where the Enrollment End Status is <b>W2T: Community College Adult High School (CCAHS)</b> AND the student meets the requirements of the <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Local End Status</p> <p>Enrollment.endStatus</p>
<b>End Status Total</b>	<p>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 <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	<p>Calculated value</p>

Data Element	Description	Location
<b>MEM Last Day NVIO</b>	<p>Reports the total of the values reported in the previous fields using the following calculation for students considered <a href="#">In Violation</a>. This does NOT include students who ended their enrollment before the end of the school month.</p> <p>SUM (E1,E2,R1,R2,R3 minus W1,W2,W3,W4,W2T)</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
<b>MEM Last Day VIO</b>	<p>Reports the aggregated sum of all enrollments as of the last day for students considered <a href="#">In Violation</a>.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
<b>MEM Days NVIO</b>	<p>Reports the sum of the values reported for MEM Days VIO + Days Present + Days Absent Non-1H/1M/1S.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
<b>MEM Days VIO</b>	<p>Reports the total days of all reported enrollments for students considered <a href="#">In Violation</a>.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.
<b>Days Present On Site</b>	<p>Reports the total membership days using the <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.
<b>Days Present Off Site (1H, 1M, 1Q, 1S)</b>	<p>Reports the total membership days absent using the <a href="#">Basic PMR Calculation</a> AND the student's attendance event <b>has</b> a State Attendance Code of 1H, 1M, 1Q or 1S.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.
<b>Days Present Remote (1R)</b>	<p>Reports the total membership days using the <a href="#">Basic PMR Calculation</a> AND the student was remotely attending classes.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.

Data Element	Description	Location
<b>Total Days Present</b>	<p>Reports the total membership days the student was counted as present.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
<b>Days Absent</b>	<p>Reports the total membership days the student was marked absent.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
<b>Percent On-Site</b>	<p>Reports the percentage of all present days where the Attendance State Code is NOT <b>1R: Present Off-Site</b> using the <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.
<b>Percent Off-Site</b>	<p>Reports the percentage of all present days where the Attendance State Code is <b>1R: Present Off-Site</b> using the <a href="#">Basic PMR Calculation</a>.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.
<b>Percent Remote</b>	<p>Reports the percentage of all present days where the Attendance State Code is <b>1R: Present Off-Site</b> using the <a href="#">Basic PMR Calculation</a> and the student is remotely attending classes.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.

## 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](#)