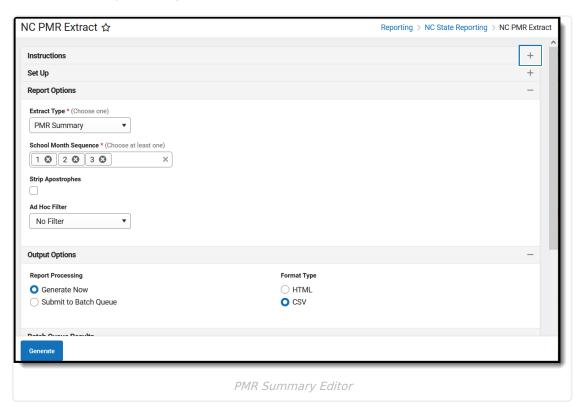# PMR Summary Report (North Carolina)

Last Modified on 06/05/2024 1:19 pm CDT

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: NC PMR Extract

The **PMR (Principal's Monthly Report) Summary** contains enrollment, membership, and attendance information. 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
- Initial Enrollment
- Membership Last Day

PMR Summary Editor

Report Logic

The PMR reports aggregated enrollment numbers for the calendars selected for each school month selected in the Report Editor. Data reports as of the day the report is generated, up to a maximum of 10 calendar days. Only information from enrollments with a Service Type of Primary are included.

Enrollment records DO NOT REPORT when the following is true:

- The Enrollment Start Status is: **R5: Re-Enroll - previous W1** or **R6: Re-Enroll - previous W2**.
- The Enrollment Admission Status is:
    - **VED1: Visitor - Extended Day Program**
    - **VST1: Visitor - Standard Day Program/Foreign Exchange Student**
    - **VST2: Visitor - Temporary Status**
- The Enrollment Record, Grade Level or Calendar is marked as **State Exclude**.

Only enrollments from those schools whose first three digits of their school number are greater than or equal to 300 reports.

Refer to the Department of Public Instruction for additional information.

Basic PMR Calculation

This report uses the following guidelines for most of the reported fields.

When...	Then...
When Grade Level is STANDARD	- The student's **Admission Status** (Enrollments > State Reporting Fields > Admission Status) needs to be **MST1: Member - Standard Day Program OR MED1: Member - Extended Day Program.** - The State Grade Level Code CANNOT be one of the PK, P0-P3.
When Grade Level is STANDARD TOTAL	All standard enrollments are summed.
When Grade Level begins with XG	The State Grade Level Code needs to be UG (Ungraded).
When Grade Level begins with XG Total	All XG enrollments are summed.
When Grade Level begins with School Total	The sum of Standard Total, XG Total, and Extended Total reports.

When...	Then...
When Grade Level begins with PK	- The student's **Admission Status** (Enrollments > State Reporting Fields > Admission Status) needs to be **MST1: Member - Standard Day Program.** - The State Grade Level Code must be PR, PK, or P0-P3.

Checklist for Generation

To ensure the PMR Summary report generates properly, verify the following selections:

- **Enrollment State Start Statuses** are aligned with **Local Enrollment Start Statuses**. (Enrollment Start Status Setup > State Start Status Code (Mapping)
- **Enrollment State End Statuses** are aligned with **Local Enrollment End Statuses**. (Enrollment End Status Setup > State End Status Code (Mapping)
- Students are assigned an **Admission Status** on their Enrollment records (Enrollments > State Reporting Fields > Admission Status)
- **School Months** are established following state guidelines. (School Month)
- **Attendance Codes** are aligned to an appropriate State Code. (Attendance Code Setup > Attendance Excuse Detail > State Code)
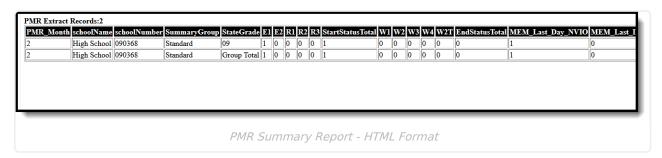
Report Editor

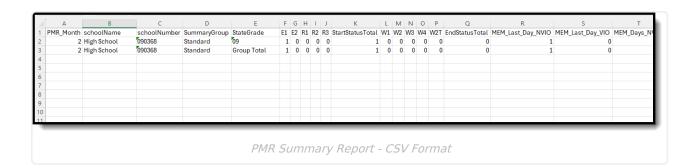| Data Element	Description
Set Up	
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.
Show Active Year Only	When set to ON, only those calendars for the current school year are available for selection. When set to OFF, all calendars from all school years are available for selection.
Report Options	
Extract Type	Determines which report PMR extract generates.
School Month Sequence	Indicates which School Month is being reported. At least one needs to be selected to generate the report.
Strip Apostrophes	When marked, apostrophes are removed from any field name that includes them.

Data Element	Description
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
Output Options	
Report Processing	To generate the report immediately, select **Generate Now** option. To choose when the report generates, use the **Submit to Batch** option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.
Format Type	Determines in which format the report generates - CSV or HTML.

Generate the Report

1. Select **PMR Summary** from the **Extract Type** field.
2. Select the appropriate **School Month(s)** from the dropdown list.
3. Mark the **Strip Apostrophes** checkbox to remove all apostrophes from the report data.
4. Choose an **ad hoc filter to return only** the course and staff information included in the selected filter.
5. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
6. Select the desired **Format Type**.
7. Click **Generate**. The report displays in the selected format.

PMR Summary Report - HTML Format

PMR Summary Report - CSV Format

Report Layout

Data Element	Description	Location
PMR Month	Reports the numeric value of the selected School Month.	Scheduling & Courses > Calendar Setup > School Month
Grade	Reports the Grade Level State Code, split into sections. 1. Grade Level Code Preceded by the word 'Standard' (e.g., Standard 9, Standard 10). 2. Grade Level Code Preceded by the word 'Extended' (e.g., Extended 9, Extended 10). 3. School Total 4. PK Reports one row per grade level in numeric order.	Scheduling & Courses > Calendar Setup > Grade Level Setup
E1	Reports the aggregated number of enrollments where the Enrollment Start Status is **E1: Initial Enrollment - This Year**. *Numeric, 5 digits*	Student Information > General > Enrollments > State Start Status Code
E2	Reports the aggregated number of enrollments where the Enrollment Start Status is **E2: Initial Enrollment from non-NC Public School**. *Numeric, 5 digits*	Student Information > General > Enrollments > State Start Status Code
R1	Reports the aggregated number of enrollments where the Enrollment Status is **R1: Re-Entry - previous in W1**. *Numeric, 5 digits*	Student Information > General > Enrollments > State Start Status Code
R2	Reports the aggregated number of enrollments where the Enrollment Start Status is **R2: Transfer within the same LEA**. *Numeric, 5 digits*	Student Information > General > Enrollments > State Start Status Code

Data Element	Description	Location
R3	Reports the aggregated number of enrollments where the Enrollment Start Status is **R3: Transfer from another LEA**. *Numeric, 5 digits*	Student Information > General > Enrollments > State Start Status Code
Total	Reports the aggregated sum of the values reported in the previous five fields. *Numeric, 5 digits*	Calculated value
W1	Reports the aggregated number of enrollments where the Enrollment End Status is **W1: Transfer Withdrawal**. *Numeric, 5 digits*	Student Information > General > Enrollments > State End Status Code
W2	Reports the aggregated number of enrollments where the Enrollment End Status is **W2: Early Leaver Withdrawal.** *Numeric, 5 digits*	Student Information > General > Enrollments > State End Status Code
W3	Reports the aggregated number of enrollments where the Enrollment End Status is **W3: Death.** *Numeric, 5 digits*	Student Information > General > Enrollments > State End Status Code
W4	Reports the aggregated number of enrollments where the Enrollment End Status is **W4: Early Completer/Midyear Grad.** *Numeric, 5 digits*	Student Information > General > Enrollments > State End Status Code
W2T	Reports the aggregated number of enrollments where the Enrollment End Status is **W2T: Community College Adult High School (CCAHS).** *Numeric, 5 digits*	Student Information > General > Enrollments > State End Status Code

Data Element	Description	Location
MEM Last Day NVIO	Reports the total of the values reported in the previous fields using the following calculation: SUM (Field 3 through Field 7) minus (Field 9 through Field 13) *Numeric, 5 digits*	Calculated value
MEM Last Day VIO	Reports the aggregated sum of all enrollments as of the last day for students who have 10 consecutive absences marked as unexcused AND are absent on the following 11th day for any reason. *Numeric, 5 digits*	Calculated value
MEM Days NVIO	Reports the sum of the values reported for MEM Days VIO + Days Present + Days Absent Non-1H/1M/1S. *Numeric, 5 digits*	Calculated value
MEM Days VIO	Reports the total days of all reported enrollments for students who have 10 consecutive absences marked as unexcused AND are absent on the following 11th day for any reason. *Numeric, 5 digits*	Calculated value.
Days Present	Reports the total membership days using the Basic PMR Calculation (see the Report Logic section for details). *Numeric, 5 digits*	Calculated value.
Days Absent NON-1H/1M/1S/1X/1Q	Reports the total membership days absent using the Basic PMR Calculation (see the Report Logic section for details) AND the student's attendance event **does not** have a State Attendance Code of 1H, 1M, or 1S. *Numeric, 5 digits*	Calculated value.

Data Element	Description	Location
Days Absent 1H/1M/1S/1X/1Q	Reports the total membership days absent using the Basic PMR Calculation (see the Report Logic section for details) AND the student's attendance event has a State Attendance Code of 1H, 1M, or 1S. *Numeric, 5 digits*	Calculated value.
Days Absent 1R	The total membership days absent for all students using the Basic PMR Calculation (see the Report Logic section for details) AND the student's attendance event has a State Attendance Code of 1R. *Numeric, 5 digits*	Calculated value.
ADM	Reports the Average Daily Membership for all students using the Basic PMR Calculation. Student Membership Days NVIO is divided by the number of days in the school month and rounded to the nearest whole number for EACH GRADE LEVEL. 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. *Numeric, 5 digits*	Calculated value.
ADA	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 whole number. State Grade Levels of PR are not reported in this calculation. *Numeric, 5 digits*	Calculated value.

Data Element	Description	Location
Present On-Site	Reports the SUM of all present days where the Attendance State Code is NOT **1R: Present Off-Site.** *Numeric, 5 digits*	Calculated value.
Present Off-Site	Reports the SUM of all present days where the Attendance State Code is **1R: Present Off-Site.** *Numeric, 5 digits*	Calculated value.
Username Ran	Reports the username of the individual who generated the report with the Verify checkbox marked. When the Verify checkbox is not marked, a null value reports.	N/A
Date Time Stamp	Reports the date and time the report was generated with the Verify checkbox marked. When the Verify checkbox is not marked, a null value reports.	N/A
Report Verified	Reports whether the Verify checkbox was marked on the report editor. When it is marked, a value of 1 reports. When the Verify checkbox is not marked, a null value reports.	N/A
District ID	Displays State ID of reported district. This value is needed for the snapshot process to make the data more usable.	N/A