PMR Summary Report (North Carolina)

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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 all attendance and membership totals for the PMR extract.

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.
- They meet other criteria detailed in the Students Not Included in the Summary Report.

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

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

PMR Summary Report

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. 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.
Report Options	
Extract Type	Determines which PMR report generates. For this instance, select **PMR Summary**.
School Month Sequence	Indicates which School Month is being reported. Select one school month from the list. In Campus, *PMR Intervals* are called *School Months*.
Output Options	
Report Processing	Select **Generate**. You can choose when the report generates by entering the **Queue Start Date and Time**. See the Batch Queue article for more information.
Format Type	Determines in which format the report generates - CSV or HTML.
Action Bar	The PMR Summary is the only report that includes the **Generate** and **Submit Verification** options, along with the **Review** option, for users assigned proper tool rights. See the section on the Preview and Review Modes for more information.

PMR Workflow

School Month End Dates | Preview Mode | Review Mode | Submit PMR Summary

The PMR Summary and PMR Detail Extracts can be generated in Preview mode and Review mode prior to submitting them.

Preview and Review modes are only available for PMR Summary and PMR Detail. Other PMR Extract (PMR Best 1 of 2, GRS Summary, etc.) types DO NOT include these modes.

School Month End Dates

These modes are "triggered" by the School Month Sequence field selected in the Report Editor.

- The Preview mode occurs ON or BEFORE the End Date of the School Month selected in the Report Editor.
- The Review mode occurs AFTER the End Date of the School Month PLUS **five** Instruction Days.
- The Submit option occurs on the **sixth** Instruction Day AFTER the last day of the selected school month.
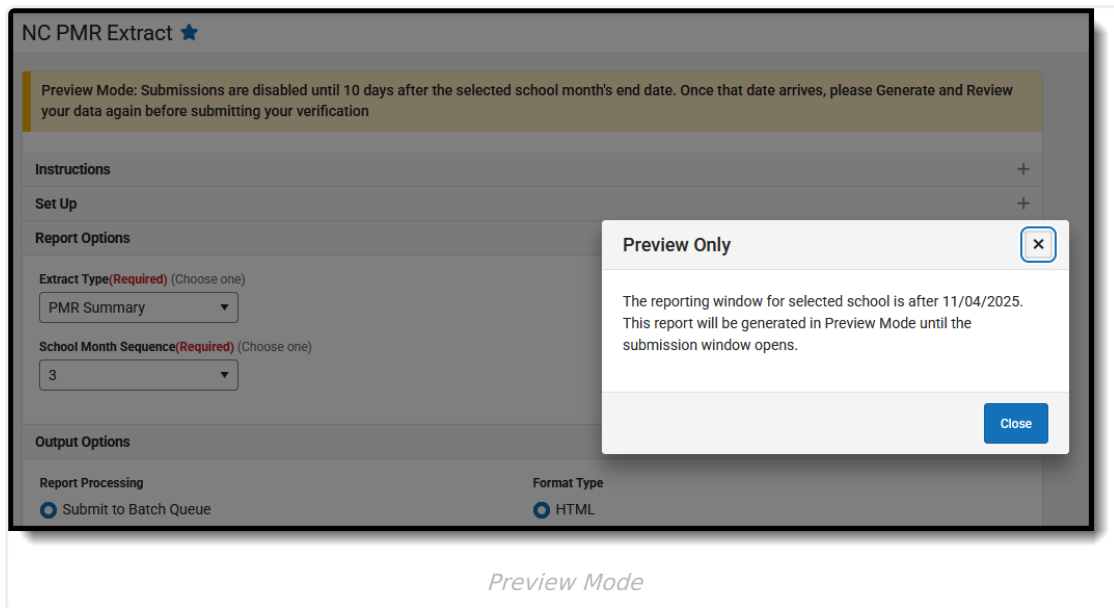
In this context, an Instruction Day is defined as a day in the Day Setup that has the following checkboxes marked:

- School Day
- Instruction
- Attendance

The images below explain how the modes are triggered for the PMR Summary for School Month 5 (12/10/2025 to 01/21/2026):

- PREVIEW Mode is triggered AFTER the school month has started on 12/10/2025, BEFORE the end date of 01/21/2026, or ON the end date of 01/21/2026.
- REVIEW Mode is triggered AFTER 01/21/2026 until the sixth Instruction Day of 02/03/2026.
- The SUBMIT Option is triggered on 02/03/2026.
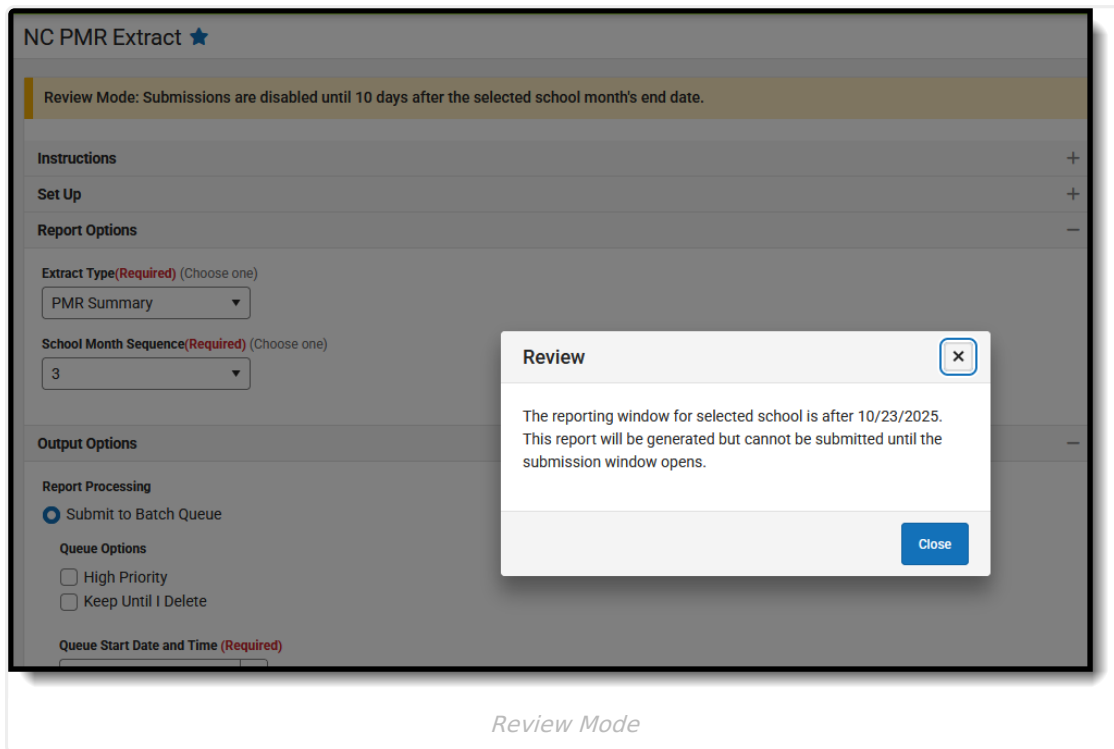
Preview Mode

Preview Mode

In Preview Mode, validations are run, but they do not prohibit the viewing of data, even when fatal errors have not been addressed. Only the Generate and Review buttons display; Submit is not an option.

1. Select the desired **School** and **Calendar**.
2. Select the **PMR Summary** from the **Extract Type** field.
3. Select a **School Month** that has not yet ended from the **School Month Sequence** field. A banner and pop-up message display indicating the report will generate in Preview Mode.
4. Click **Close** to acknowledge the message.
5. Select the remaining output options for the report.
6. Click **Generate**. The report is queued in the Batch Queue list. When complete, view the report.

> Once the Preview Mode ends, a new PMR for the extract type and school month needs to be generated. Submitting preview data is not allowed.

Review Mode

Review Mode

In Review mode, validations are run, which prohibit the viewing of data until all FATALs have been resolved. Only the Generate and Review buttons display; Submit is not an option.

Review mode is available from the day AFTER the end of the School Month until the sixth Instruction Day. This applies to all School Months except Month 9. School Month 9 Review mode is available from the day after the end of the School Month, plus five calendar days, since there are no Instruction Days following the end of School Month 9.

1. Select the desired **School** and **Calendar**.
2. Select the **PMR Summary** from the **Extract Type** field.
3. Select a **School Month** from the **School Month Sequence** field that has ended and is before the sixth Instruction Day. A banner and message display indicating the report will generate in Review Mode.
4. Click **Close** to acknowledge the message.
5. Select the remaining output options for the report.
6. Click **Generate**. The report is queued in the Batch Queue list. When complete, view the report.

> Once the Review Mode ends, a new PMR for the extract type and school month needs to be generated. Submitting review data is not allowed.

Submit PMR Summary

On the sixth Instruction Day after the end of the school month, the standard workflow for generating an updated snapshot, reviewing the data, and submitting the report begins.

Follow this workflow for generating the PMR Extract six days AFTER the end of a School Month.

1. Generate PMR Summary by using the **Submit to Batch Queue** option.
2. If there are FATAL Validations, generate the PMR Validations FATAL in the Data Validation Reports.
3. If data has changed, regenerate the PMR Summary.
4. Review the PMR Summary.
5. Submit the Verification of the PMR Summary. **Additional tool rights are needed for this step. See the NC Principal's Monthly Report Extract information for details. The same individual who generated the report must also be the same individual to submit this data.**

When submitting the verification, a pop-up modal displays, noting North Carolina General Statute Sections 115C-276 (p), 115C-288 (b), and 115C-317, which require 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.

> If you need to unsubmit the PMR for any reason, you can submit a request using the Snapshot Deletion Tool.

Report Layout

Data Element	Description	Location
PSU	Reports the first three digits of the school's Public School Unit number of the selected school. *Numeric, 3 digits*	District Information > State District Number District.number
School Number	Reports the unique state school number of the selected school. *Numeric, 6 digits*	School Information > State School Number School.number
School Name	Reports the name of the selected school from the editor. *Alphanumeric, 20 characters*	School Information > School Name School.name
End Year	Reports the last four digits of the school year selected. *Numeric, 4 digits*	Calendar Information > End Date Calendar.endDate

Data Element	Description	Location
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.). *Numeric, 1 digit*	School Month > Name SchoolMonth.name
Submitted	When the data for the report has been verified (submitted to the state), a value of 1 reports. Otherwise, this column is blank. *Numeric, 1 digit*	N/A
Generated By	Reports the staff person's name of the last person who generated the report. *Alphanumeric, 30 characters*	User Account > Name UserAccount.name
Generated Time	Reports the time the data was generated. *Alphanumeric, 15 characters (MM/DD/YYYY, HH:MM AM/PM)*	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. *Alphanumeric, 30 characters*	User Account > Name UserAccount.name
Verified Time	Reports the time the user clicked Submit Verification. *Alphanumeric, 15 characters (MM/DD/YYYY, HH:MM AM/PM)*	Calculated value
Summary Group	Displays the grouping name being reported for that row - Standard and PK. *Alphanumeric, 8 characters*	N/A

Data Element	Description	Location
Grade	Reports the Grade Level State Code. Reports one row per grade level in numeric order. Reports a Group Total that reports the sum of the values within the summary group for that school. *Alphanumeric, 2 characters*	Grade Level Setup Enrollments > General Enrollment Information > Grade Enrollment.grade
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 hundredth decimal place, using the Basic PMR Calculation. • State Grade Levels of PR are not reported in this calculation. • For PK grade levels, this ADA calculation displays as N/A. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value

Data Element	Description	Location
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 100th decimal place 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 using the Basic PMR Calculation. > Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value
E1	Reports the aggregated number of enrollments where the Enrollment Start Status is **E1: Initial Enrollment - This Year** AND the student meets the requirements of the Basic PMR Calculation. End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. > Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus

Data Element	Description	Location
E2	Reports the aggregated number of enrollments where the Enrollment Start Status is **E2: Initial Enrollment from non-NC Public School** AND the student meets the requirements of the Basic PMR Calculation. End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
R1	Reports the aggregated number of enrollments where the Enrollment Status is **R1: Re-Entry - previous in W1** AND the student meets the requirements of the Basic PMR Calculation. End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus

Data Element	Description	Location
R2	Reports the aggregated number of enrollments where the Enrollment Start Status is **R2: Transfer within the same LEA** AND the student meets the requirements of the Basic PMR Calculation. End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus
R3	Reports the aggregated number of enrollments where the Enrollment Start Status is **R3: Transfer from another LEA** AND the student meets the requirements of the Basic PMR Calculation. End Status must not be one of the following: W1, W2, W3, W4, W6, W2T. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local Start Status Enrollment.startStatus

Data Element	Description	Location
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 Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value
W1	Reports the aggregated number of enrollments where the Enrollment End Status is **W1: Transfer Withdrawal** AND the student meets the requirements of the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus
W2	Reports the aggregated number of enrollments where the Enrollment End Status is **W2: Early Leaver Withdrawal** AND the student meets the requirements of the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus

Data Element	Description	Location
W3	Reports the aggregated number of enrollments where the Enrollment End Status is **W3: Death** AND the student meets the requirements of the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus
W4	Reports the aggregated number of enrollments where the Enrollment End Status is **W4: Early Completer/Midyear Grad** AND the student meets the requirements of the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus
W2T	Reports the aggregated number of enrollments where the Enrollment End Status is **W2T: Community College Adult High School (CCAHS)** AND the student meets the requirements of the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Enrollments > General Enrollment Information > Local End Status Enrollment.endStatus

Data Element	Description	Location
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 Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value
MEM Last Day NVIO	Reports the total of the values reported in the previous fields using the following calculation for students considered In Violation. 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 Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value

Data Element	Description	Location
MEM Last Day VIO	Reports the aggregated sum of all enrollments as of the last day for students considered In Violation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *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. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value
MEM Days VIO	Reports the total days of all reported enrollments for students considered In Violation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value.

Data Element	Description	Location
Days Present On Site	Reports the total membership days using the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value.
Days Present Off Site (1H, 1M, 1Q, 1S)	Reports the total membership days absent using the Basic PMR Calculation AND the student's attendance event **has** a State Attendance Code of 1H, 1M, 1Q or 1S. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value.
Days Present Remote (1R)	Reports the total membership days using the Basic PMR Calculation AND the student was remotely attending classes. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value.
Total Days Present	Reports the total membership days the student was counted as present. information. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value

Data Element	Description	Location
Days Absent	Reports the total membership days the student was marked absent. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value
Percent On-Site	Reports the percentage of all present days where the Attendance State Code is NOT **1R: Present Off-Site** using the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value.
Percent Off-Site	Reports the percentage of all present days where the Attendance State Code is **1R: Present Off-Site** using the Basic PMR Calculation. Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information. *Numeric, 5 digits*	Calculated value.

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