

Data Element	Description
Setup	
Search Calendars	<p>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.</p> <p>As noted previously, all calendars are automatically selected because this is a school-wide report.</p>
Show Active Year Only	<p>When set to ON, only those calendars for the school year are available for selection.</p> <p>When set to OFF, all calendars from all school years are available for selection based on the user's tool rights.</p>
Report Options	
Extract Type	Determines which PMR report generates. For this instance, select PMR Detail .
School Month Sequence	<p>Indicates which School Month 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>
Ad hoc Filter	Allows selection of a filter that was previously created. Only students included on the selected filter return on the report.
Output Options	
Report Processing	<p>This is a complex report and requires several minutes to create the data snapshot. Because of this, it always needs to be generated using the Submit to Batch option.</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> <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 Batch Queue article for more information.</p>
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 [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 Report

Review the [PMR Getting Started](#) information for important setup, tool rights, report logic and workflow processes **BEFORE** generating the report.

1. Select **PMR Detail** from the **Extract Type** field.
2. Select the appropriate **School Month** from the dropdown list.
3. Choose an **Ad hoc Filter** to return only the student information included in the selected filter.
4. Select **Submit to Batch Queue**.
5. Select the desired **Format Type**.
6. Mark the desired **Queue Options**.
7. Click **Review**. The report displays in the selected format.

PMR Detail Records:7

PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	SchoolMonthStartDate	SchoolMonthEndDate	CalendarInstructionalMinutes	StudentLastName	StudentFirstName	StudentID	Ethnicity	Sex	Summary
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Amber	123456789	Black	F	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Brian	234567890	Hispanic	M	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Charles	345678901	White	F	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Donna	456789012	White	F	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Erik	567890123	Two Or More Races	F	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Fiona	678901234	Black	M	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Giles	789012345	White	M	Standard

PMR Detail Report - HTML Format

Report Layout

Data Element	Description	Location
PSU	<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 > State District Number</p> <p>District.number</p>

Data Element	Description	Location
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 (e.g., 1R). <i>Numeric, 1 digit</i>	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. <i>Numeric, 1 digit</i>	N/A
School Month Start Date	Reports the start date of the selected School Month. <i>Date Field, 10 characters (MM/DD/YYYY)</i>	School Month > Start Date SchoolMonth.startDate
School Month End Date	Reports the end date of the selected School Month. <i>Date Field, 10 characters (MM/DD/YYYY)</i>	School Month > End Date SchoolMonth.endDate

Data Element	Description	Location
Calendar Instructional Minutes	<p>Reports the total number of instructional minutes assigned to the calendar.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calendar Information > Student Day (Instructional Minutes)</p> <p>Calendar.studentDay</p>
Student Last Name	<p>Reports the student's Last Name.</p> <p>The Legal Last Name value reports when populated in the Protected Identity Information.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities > Identity Information > Last Name</p> <p>Identities.lastName</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal Last Name</p> <p>Identities.legalLastName</p>
Student First Name	<p>Reports the student's First Name.</p> <p>The Legal First Name value reports when populated in the Protected Identity Information.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities > Identity Information > First Name</p> <p>Identities.firstName</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Legal First Name</p> <p>Identities.legalFirstName</p>
Student State ID	<p>Reports the student's state-assigned Identification number.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics > Person Identifiers > Student State ID</p> <p>Person.stateID</p>
Ethnicity	<p>Reports the student's Race/Ethnicity.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Demographics > Person Information > Race/Ethnicity</p> <p>Identity.raceEthnicity</p>

Data Element	Description	Location
Sex	<p>Reports the student's designated sex.</p> <p>The Birth Sex value reports when populated in the Protected Identity Information.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Identities > Identity Information > Sex</p> <p>Identities.gender</p> <hr/> <p>Identities > Identity Information > Protected Identity Information > Birth Sex</p> <p>Identities.legalGender</p>
Summary Group	<p>Reports the student's State Grade Level group.</p> <p><i>Alphanumeric, 8 characters</i></p>	N/A
State Grade	<p>Reports the Grade Level State Code for the student's grade level.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Grade Level Setup > State Grade Level Code</p> <p>Enrollments > General Enrollment Information > Grade</p> <p>Enrollment.grade</p>
Admission Status	<p>Reports the student's assigned Admission Status from their enrollment record.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Enrollments > State Reporting Fields > Admission Status</p> <p>Enrollment.admissionStatus</p>
Start Status	<p>Reports the student's enrollment State Start Status.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Enrollments > General Enrollment Information > State Start Status</p> <p>Enrollment.stateStartStatus</p>
End Status	<p>Reports the student's enrollment State End Status.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Enrollments > General Enrollment Information > State End Status</p> <p>Enrollment.stateEndStatus</p>
Enrollment Start Date	<p>Reports the start date of the enrollment record.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Enrollments > General Enrollment Information > Start Date</p> <p>Enrollment.startDate</p>

Data Element	Description	Location
Transfer Days Override	<p>Reports the number of days the student's membership is reduced at the receiving school for the days that were accounted for by the previous school.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments > State Reporting Fields > Year-Round Transfer Days Override</p> <p>Enrollment.yearRoundTransferDaysOverride</p>
Effective Start Date	<p>Indicates the date the student begins to count in membership based on the Enrollment Start Date minus the Transfer Days Override value.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	N/A
Enrollment End Date	<p>Reports the end date of the enrollment record.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Enrollments > General Enrollment Information > End Date</p> <p>Enrollment.endDate</p>
Primary Enrollment	<p>Indicates this is the student's primary enrollment.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Enrollments > General Enrollment Information > Service Type</p> <p>Enrollment.serviceType</p>

Data Element	Description	Location
ADA	<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.</p> <p>For PK grade levels, this ADA calculation displays as N/A.</p> <p>ADA is only calculated for the days a student is actively enrolled.</p> <p>Calculation: ADM equals (MEM day NVIO) divided by (the days in the School Month).</p> <p>MEM day NVIO refers to Attendance Codes 1H, 1M, 1S, 1R, 1Q, 1X, 1L, 2L or present.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	Calculated value
ADM	<p>Reports the Average Daily Membership for all students using the Basic PMR Calculation.</p> <p>Student Membership Days NVIO is divided by the number of days in the school month and rounded to the nearest hundredth for each student.</p>	Calculated value

Data Element	Description	Location
	<p>The ADM on the PMR Student Detail is specific to the student and represents ALL their enrollments within that school's school month.</p> <p>When the student has multiple enrollments in the same school that overlap the same school month, the student's PMR Detail (ADA, ADM, MEM Days NVIO, MEM Days VIO, Days Absent) will be the same for both detail records (one detail record for each enrollment).</p> <p>When the student has two enrollments within the same school month with different grade levels, both records will be summarized under the more advanced grade level.</p> <p>ADM is only calculated for the days a student is actively enrolled.</p> <p>Calculation: ADA equals (days present) divided by (the days in the School Month)</p> <p>Days Present refers to both on-site and remote (1R)</p> <div data-bbox="406 1525 818 1805"> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	

Data Element	Description	Location
E1	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is E1: Initial Enrollment - This Year.</p> <p>This count also includes enrollment statuses of R5: Re-Enroll - previous W1.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State Start Status Code</p> <p>Enrollment.stateStartStatus</p>

Data Element	Description	Location
E2	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is E2: Initial Enrollment from non-NC Public School.</p> <p>This count also includes enrollment statuses of R6: Re-Enroll - previous W2.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State Start Status Code</p> <p>Enrollment.stateStartStatus</p>
R1	<p>Reports the aggregated number of enrollments where the Enrollment Status is R1: Re-Entry - previous in W1.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State Start Status Code</p> <p>Enrollment.stateStartStatus</p>

Data Element	Description	Location
R2	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is R2: Transfer within the same LEA.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State Start Status Code</p> <p>Enrollment.stateStartStatus</p>
R3	<p>Reports the aggregated number of enrollments where the Enrollment Start Status is R3: Transfer from another LEA.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State Start Status Code</p> <p>Enrollment.stateStartStatus</p>

Data Element	Description	Location
Start Status Total	<p>Reports the aggregated sum of the values reported in the previous five fields.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
W1	<p>Reports the aggregated number of enrollments where the Enrollment End Status is W1: Transfer Withdrawal.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State End Status Code</p> <p>Enrollment.stateEndStatus</p>

Data Element	Description	Location
W2	<p>Reports the aggregated number of enrollments where the Enrollment End Status is W2: Early Leaver Withdrawal.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State End Status Code</p> <p>Enrollment.stateEndStatus</p>
W3	<p>Reports the aggregated number of enrollments where the Enrollment End Status is W3: Death.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State End Status Code</p> <p>Enrollment.stateEndStatus</p>

Data Element	Description	Location
W4	<p>Reports the aggregated number of enrollments where the Enrollment End Status is W4: Early Completer/Midyear Grad.</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State End Status Code</p> <p>Enrollment.stateEndStatus</p>
W2T	<p>Reports the aggregated number of enrollments where the Enrollment End Status is W2T: Community College Adult High School (CCAHS).</p> <p>Logic only looks at the specific enrollment records, not the summary status totals.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments > State End Status Code</p> <p>Enrollment.stateEndStatus</p>

Data Element	Description	Location
End Status Total	<p>Reports the aggregated sum of the values reported in the previous five fields.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value
MEM Last Day NVIO	<p>Reports the total of the values reported in the previous fields using the following calculation:</p> <p>SUM (E1,E2,R1,R2,R3 minus W1,W2,W3,W4,W2T)</p> <div data-bbox="406 786 818 1066"> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	Calculated value
MEM Last Day VIO	<p>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.</p> <div data-bbox="406 1507 818 1787"> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	Calculated value

Data Element	Description	Location
MEM Days NVIO	<p>Reports the sum of the values reported for MEM Days VIO + Days Present + Days Absent Non-1H/1M/1S.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	Calculated value
MEM Days VIO	<p>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.</p> <p><i>Numeric, 5 digits</i></p>	Calculated value.
Instructional Days	<p>Reports the total number of instructional days included in the school month.</p>	Calculated value.
Days Present On Site	<p>Reports the total membership days using the Basic PMR Calculation.</p> <div> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	Calculated value.

Data Element	Description	Location
Days Present Off Site (1H, 1M, 1Q, 1S)	<p>Reports the total membership days absent using the Basic PMR Calculation AND the student's attendance event does not have a State Attendance Code is NOT 1H, 1M, or 1S.</p> <div data-bbox="408 611 818 891"> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Calculated value.</p>
Days Present Remote (1R)	<p>Reports the total membership days absent using the Basic PMR Calculation AND the student's attendance event has a State Attendance Code is 1R.</p> <div data-bbox="408 1254 818 1534"> <p>Refer to the Attendance Calculations section on the NC Principal's Monthly Report Extract landing page for detailed information.</p> </div> <p><i>Numeric, 5 digits</i></p>	<p>Calculated value.</p>
Total Days Present	<p>Reports the total membership days the student was counted as present.</p>	<p>Calculated value.</p>

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

Data Element	Description	Location
Verified Time	<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

Next Steps

Generate one of the other reports to review PMR information:

- [PMR Summary](#)
 - [PMR Detail](#)
 - [Students Not Included in the PMR Summary](#)
 - [GRS Summary](#)
 - [GRS Detail](#)
 - [PMR Best 1 of 2](#)
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