

NC Principal's Monthly Report Extract

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Tool Search: NC PMR Extract

The **PMR (Principal's Monthly Report) Extract** 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
- Enrollment
- Membership Last Day
- Violation Status

This article provides information on properly entering data into Campus to generate the PMR from Campus. It does not provide details on policies and procedures for schools and districts; for that information, consult the following sites:

- <u>NCSIS Knowledge Base</u>
- <u>North Carolina Department of Public Instruction</u>

NC PMR Extract 🚖			Reporting > NC State R	eporting > 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 Queue Options High Priority Keep Until 1 Delete Queue Start Date and Time* 08/22/2024 9:03 AM		Format Type HTML CSV		_
Start Date End Date MM/DD/YYYY	w 🗄			
Report Title	Queued Time 👃		Status	
PMRExtract	08/22/2024 8:33:25 AM		COMPLETED	>
Generate Review Submit Verit	Ication			
		NC PMR Extract		



Read - Access and view the PMR Extract. Write - Generate the PMR Extract. Add - N/A Delete - N/A

Additional tool rights are needed for this report. See the <u>Tool Rights</u> section below for details.

For more information about Tool Rights and how they function, see the <u>Tool Rights</u> article.

In Campus, PMR Intervals are called School Months.

Getting Started with the PMR

Data Setup | Tool Rights

Data Setup

Before generating the PMR, verify that the following tools and values are entered. For additional information, review the <u>PMR Validation Review</u>.

• Click here to expand...

Tool and Required Data	Information
School Information	
 The State School Number is entered and meets the following requirements: Six digits in length, where the first three characters are the State District Number and the last three digits are a unique school identifier. The last three digits must be higher than 300 - 090365, 090385, etc., - or the third character is a letter - 99B378, etc. 	<form></form>
Calendar Information	











Tool and Required Data

School Months are entered according to <u>state requirements</u>:

- There are a **total of nine School Months** in a calendar.
- School Month 1 and School Month 2 are 20 school days in length.
- The remaining School Months can have a total of school days from 16 to 26.

For School Months 1 and 2, students CANNOT be counted for more than 20 instructional days.

For the other school months, students cannot exceed the number of instructional days included in that school month.

Generating the PMR Reports BEFORE the end of the School Month causes incorrect calculations.

Information

														Related Tools
•	Save 🦲	Print												
or d	letailed informat	ion on	entering data	in these	fields	, ret	ler to the Kno	wiedge b	lase.					
chi	ool Month Det	ail												
	'Name	"Seq	"Start Date		"Day	5	"End Date	Exe	lude Start	Exclude End		Close Date	-	
ĸ	WBH1	1	08/28/2023	*	20	•	09/22/2023			1				
×	WBH2	2	09/25/2023	-	20	•	10/20/2023			1				
ĸ	WBH3	3	10/23/2023		22	•	11/21/2023			1			-	
ĸ	WBH4	4	11/22/2023	- +	22	•	12/21/2023			•1			-	
ĸ	WBH5	5	12/22/2023	- 1	22	•	01/22/2024	1		1	-		4	
ĸ	WBH6	6	01/23/2024		22	•	02/21/2024	1		1	-		4	
ĸ	WBH7	7	02/22/2024		22]-	03/22/2024			1				
×	WBH8	8	03/25/2024	-	22	•	04/23/2024			2				
×	WBH9	9	04/24/2024	- 14	25	•	05/28/2024	-		-	-		-4	
Ad	School Month													
_														
											_			

Students

Students have a **primary** Enrollment record in a school in the active school year AND:

- Have a Local Start Status that is mapped to a State Start Status.
- Have an Admission Status of MST1: Member - Standard Day Program or MED1: Member - Extended Day Program.
- For transfer students, the Year-Round Transfer Days Override is populated. When a student transfers from one school to another, that results in an overage of Membership. The receiving school needs to indicate how many days the student's membership is reduced for the days that were accounted for by the previous school.

Student, Allison B Student #: 123456785	01 Grade: 11 DOB: 01/24/2008	Related Tools A
Save Delete New 🖶 Print Enrollment Histo	New Enrollment History	
General Enrollment Information	-	(
Enroliment ID 72299		
Calendar Sohedule (read only) 24-25 West Bladen High Start Date No Show End Date	*Grade Class Rank Exclude Exclude 11 v	
08/28/2024	P. Primary v	
Local Start Status	Local End Status	
E1: Init enroll - this year X 🔻	Select a Value v	
State Start Status E1: Init enroll - this year	State End Status	
Start Comments	End Comments	
CRDC School of Accountability		
	Rolled From Enrollment ID: N/A	
Future Enrollment	+	
State Reporting Fields	-	
State Exclude		
Admission Status MST1: Member - Standard Day Program	Year-Round Transfer Days Override	
Resident District Resident School	aerving bisance aerving across	

Student Enrollment Record



Tool and Required Data	Information
Students must be enrolled in a correct grade level based on their calendar of enrollment.	Encliments Sudent, William Sudent, William Sudent, William Sudent, William Sudent, William Sudent, William Student #: 12345678 Gradu Student #: 12345678 Gradu Student Information Image: Subdula (read only) Student Satis Student in Solve Student in Solve Student in Solve Student Information Image: Subdula (read only) Student Satis Student Satis Student Information Image: Subdula (read only) Student Satis Student Satis Student Satis Student Satis Student Satis Student Information - Grade Level
Students are <u>scheduled</u> into courses.	Schedule 42 Sudent, Adam (2) Sudent, Adam (2) Suden
	Student Schedule





Tool Rights

Access to the **NC PMR Extract** requires the following tool rights. This tool right can be assigned to a user group, if desired.

- **Read** rights provide access to view the report editor.
- Write rights allow the report to be generated.

The **NC PMR Extract Submission** tool rights must be manually assigned to a designated user and not through a user group. The user assigned this subright must exist at the State Edition level and have a Staff NC DPI ID.

• Read rights provide access to view the report editor.



• Write rights allow the report to be generated.

ONLY A LIMITED NUMBER OF STAFF SHOULD BE ASSIGNED TOOL RIGHTS TO THE PMR EXTRACT PERMISSION SUB-RIGHT.

Because this report requires the same individual who submits the data to verify the data, only 1-2 people in a school should be assigned both the NC PMR Extract and the NC PMR Extract Permission tool rights.

	User Account ☆	User Management 📎 User Account Admir
Ň	Staff, Kyle E DOB: 07/07/1989	
0B 0B	User Tool Rights Editor kyle.johnson	
OB	Behavior Office	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	► Census	- All - Read - Write - Add - Delete
OB	 Communication 	🖃 All 🛛 Read 🗹 Write 🗹 Add 🗹 Delete
0 C	 Employee Self Service 	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
OD	► Fees	🗹 All 🛛 Read 🗹 Write 🗹 Add 🗹 Delete
0E	► FRAM	🗹 All 🛛 🗹 Read 🗹 Write 🔽 Add 🗹 Delete
05	 Grading & Standards 	🖃 All 📃 Read 🖃 Write 🖃 Add 🖃 Delete
UL	Health Office	🗹 All 🛛 🗹 Read 🗹 Write 🔽 Add 🗹 Delete
0E	 My Account 	🗹 All 🛛 🗹 Read 🗹 Write 🔽 Add 🗹 Delete
0E	✓ Reporting	🖃 All 🛛 🗹 Read 🖌 Write 🖃 Add 🖃 Delete
ON	 Ad Hoc Reporting 	🗹 All 🛛 🗹 Read 🗹 Write 🔽 Add 🗹 Delete
0P	 Civil Rights Data Collection (CRDC) 	🗹 All 🛛 🗹 Read 🗹 Write 🔽 Add 🗹 Delete
OT	 Data Validation 	🗹 All 🛛 Read 🗹 Write 🗹 Add 🗹 Delete
01	 NC State Reporting 	🖃 All 🛛 🗹 Read 🖌 Write 🖃 Add 🖃 Delete
	NC CTE Extract	🗹 All 🛛 Read 🗹 Write 🗹 Add 🗹 Delete
Indivic	NC PMR Extract NC PMR Extract Submission	 All ✓ Read ✓ Write Add Delete All ✓ Read ✓ Write Add Delete
	 Scheduling & Courses 	🗹 All 🛛 Read 🗹 Write 🔽 Add 🗹 Delete
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NC PMR EXtract Tool Rights

PMR Workflow

<u>PMR Summary</u> | <u>Data Validation Reports</u> | <u>PMR Detail</u> | <u>Students Not Included in the Summary</u> | <u>GRS Detail</u> | <u>PMR Best 1 of 2</u>

Follow this workflow for generating the PMR Extract after the end of the school month.

- 1. Generate PMR Summary by using the **Submit to Batch Queue** option.
- Once complete, download the report. Data validations run in the background, and any FATAL errors found in the validation reports must be addressed before regenerating the PMR Summary (step 3). A link to the validation reports can be found in the Instructions section of the report editor.
- 3. Regenerate the PMR Summary.
- 4. Review the PMR Summary.
- 5. Submit Verification the PMR Summary.



6. Generate the remaining PMR Extracts.

PMR Summary

Article: PMR Summary Report

The Summary Extract Type is the originating data pull submitted to the state. It can be generated anytime but must be submitted within ten days after data validations and PMR Review have occurred. Other extract types use that snapshot for calculations.

The effective date for determining violation status is based on the report generation date, up to ten days after the School Month end date. Once the ten days have occurred, the report uses the end date plus 10 as the effective date.

1. **Generate** the report for a particular school month. This creates a snapshot of data as of the date it is generated. Once the snapshot is created, the state validations are queried to ensure no fatal errors exist. When there is a fatal error, an error message displays asking to review the validations, make corrections, and generate the report again.

P!	IR	Summary Reco	ords:4																							
P	SU	SchoolNumber	SchoolName	EndYear	PMR_N	Ionth	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	SummaryGroup	StateGrade	ADA	ADM	El	E2	R1 R	2 R.	StartStatusTota	W)	W2	W3	W4	W2T	EndSta
0	90	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	0
0	90	090368	West Bladen High	2024	1	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	0
0	9 0	090368	West Bladen High	2024	1		0	Administrator, System	08/01/2024 01:46 PM			Standard	12	0	0	1	0	0 0	0	1	0	0	0	0	0	0
0	9 0	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	0

PMR Summary - Generate

- 2. Make necessary corrections to data.
- 3. **Generate** the PMR Summary again with the same information as selected previously.
- 4. **Review** the report for the same school month that was initially generated. This pulls data from the snapshot previously created; if changes were made to enrollment records or attendance data between the time the snapshot was first created and the date the data was reviewed, those changes are not reflected in the review results. To see those results, generate the report again.
 - Before displaying the results, the list of state validation errors is reviewed to verify no fatal errors. When there are no errors, the report displays; when there are errors, a warning message displays, directing the user to review the validations and generate the PMR again.
 - When Review has been selected BEFORE the validations have completed, a warning message displays indicating the validation report is still running and to wait for that to complete before reviewing the data.

PMR	Summary Revie	ew Records:4																							
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	SummaryGroup	StateGrade	ADA	ADM	El	E2 R	1 R2	R3	StartStatusTotal	W1	W2	W3	W4	W2T	EndStatusTot	al N
090	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	09	1	1	4	0 0	0	0	1	0	0	0	0	0	0	4
090	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	0	2
090	090368	West Bladen High	2024	1	0	Administrator, System	08/01/2024 01:46 PM			Standard	12	0	0	1	0 0	0	0	l	0	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	0	7	0	0	0	0	0	0	1
-												_		_	_	_	_		_	_	_	_	_		-

PMR Summary - Review

5. **Submit the Verification**. This step sends the snapshot results to the state, and no further changes to data can be made. The individual at the school who generates the PMR must also submit the verification. Once data has been submitted, that school month selection cannot be



Data Validation Reports

Article: Data Validation Reports

When the PMR is submitted to the batch queue, the data snapshot is taken, and data validation reports run in the background. If fatal errors are found, a message indicates that they must be addressed prior to regenerating the report.

The Instructions section on the report editor includes a link to the Validation Reports.

The following validation reports are owned and managed by NC DPI.

- PMR Fatals
- PMR Warnings
- PMR Information

PMR Detail

Article: PMR Detail

The Detail Extract Type includes the same fields as the PMR Summary, broken down by student and demographic data. Once the PMR Summary is generated, the PMR Detail can be reviewed.

Changes made to student data are not reflected in the report until a new summary is generated. When the summary has already been submitted, the report does not update, as a new Summary snapshot cannot be taken to update the snapshot data.

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	м	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	м	Standard
090	090368	West Bladen High	2024	1	1	08/28/2023	09/22/2023	360	Student	Giles	789012345	White	м	Standard
							PMR De	etail						



Students Not Included in the Summary

Article: Students Not Included in the PMR Summary

This extract type includes any students who were not reported in the PMR Summary, including those marked as No Show or State Exclude, those who have Enrollment Start Statuses and Enrollment End Statuses that are not collected, etc.

PSU SchoolNumber SchoolName EndVerr PMR_Month SchoolMonthErripate Schon	PMF	Students Not R	eported in the	e Summar	y Records:2										
090 090324 Dublin 2024 1 0 08/28/2023 09/22/2023 350 Student Dustin 617/62994 Hispanic M Na 090 090324 Dublin 2024 1 0 08/28/2023 09/22/2023 350 Student Samarita White F White F	PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	SchoolMonthStartDate	SchoolMonthEndDate	CalendarInstructionalMinutes	StudentLastName	StudentFirstName	StudentID	Ethnicity	Sex 8	SummaryGr
000 000324 Dublin 2024 1 0 08/28/2023 09/27/2023 350 Student Samantha White F No	090	090324	Dublin Primary	2024	1	0	08/28/2023	09/22/2023	350	Student	Dustin	6177629946	Hispanic	м	Not Reported Summary
Primary Dor A of Collector Disconsistence of Collector Dis	090	090324	Dublin Primary	2024	1	0	08/28/2023	09/22/2023	350	Student	Samantha		White	F	Not Reported Summary

Students Not Included in Summary Report

GRS Summary

Article: GRS Summary

This extract type includes Grade, Race, and Sex information for the selected calendar(s). This snapshot is taken at the same time as the PMR summary, and only students who report on the PMR Detail are included in the GRS counts.



GRS Detail

Article: GRS Detail

This extract type includes Grade, Race, and Sex information for the selected calendar(s), plus the student names and student IDs. This snapshot is taken at the same time as the PMR summary, and only students who report on the PMR Detail are included in the GRS counts.

GRS Detail Records:	1													
PSU SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	Grade	StudentLastName	StudentFirstName	StudentID	Ethnicity	Sex	MEM_Last_Day_NVIO	MEM_Last_Day_VIO	MEM_Days_NVIO	MEM_Days_VIO
090 090368	West Bladen High	2024	1	1	09	Student	Amber	123456789	Black	F	1	0	7	0
090 090368	West Bladen High	2024	1	1	09	Student	Brian	234567890	Hispanic	М	1	0	7	0
090 090368	West Bladen High	2024	1	1	09	Student	Charles	345678901	White	F	1	0	7	0
090 090368	West Bladen High	2024	1	1	09	Student	Donna	456789012	White	F	1	0	7	0
090 090368	West Bladen High	2024	1	1	10	Student	Erik	567890123	Two Or More Races	F	1	0	1	0
090 090368	West Bladen High	2024	1	1	10	Student	Fiona	678901234	Black	М	1	0	7	0
090 090368	West Bladen High	2024	1	1	12	Student	Giles	789012345	White	М	1	0	1	0
_														
							CP	5 Dot	ail					
							GR.	o Del	all					

PMR Best 1 of 2

Article: PMR Best 1 of 2

The PMR (Principal's Monthly Report) Best 1 of 2 report compares ADM calculations



submitted in School Month 2 with ADM calculations for School Month 1R. The 1R Snapshot is taken at the same time as School Month 2 for School Month 1 but uses the effective date from School Month 2 for determining violation status. The higher ADM for each grade level is then totaled by grade level across the PSU.

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.

MR Best 1 of 2 R	ecords:1													
PSU SchoolNumb	er SchoolName EndYe	ar PMR_Mont	th Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	KG 01 02	03 04 05	06 07 08 09	10 11 12	13 Standard	Total PK	PR PK_Tota
090 090368	High School 2024	Best 1 of 2	1	Administrator, System	08/02/2024 05:26 PM	Administrator, System	08/02/2024 05:26 PM	0 0 0	0 0 0	0 0 0 1	0 0 0	0 1	0	0 0
_														
					PM	IR Best 1 o	† 2							

Report Logic

The PMR reports aggregated enrollment numbers for the calendars selected for each school month in the Report Editor. This is a school-wide report; all calendars must be selected when generating and submitting data.

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

Enrollment records DO NOT REPORT when the following is true:

- 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** or **No Show**.
- The previous Enrollment End Status (State End Status) is **W1: Transfer Withdrawal** or **W2:** Early Leaver Withdrawal.

When a student first reports with an Enrollment Start Status of E1, that student continues to report for the rest of the school year in the event the start status changes.

The Enrollment Start Statuses (State Start Status) of **R5: Re-Enroll - previous W1** and **R6: Re-Enroll - previous W2** are included in the report ONLY when the prior enrollment has an End Status of W1, W2 or W2T. The enrollment and attendance data within that enrollment is reported under the previous E1/E2 enrollment in the same school. R5/R6 enrollments without previous E1/E2 enrollments in the same school do not report on the PMR.

Only enrollment data from those schools where the fourth digit of the school number is greater than or equal to 300 reports. See the <u>Data Setup</u> section for details.

Refer to the <u>Department of Public Instruction</u> for additional information.

Attendance Calculations

<u>In Membership</u> | <u>Not In Membership</u> | <u>In Violation</u> | <u>Not in Violation</u> | <u>Basic PMR Calculation</u> | <u>How</u> <u>Attendance Codes Affect ADA and ADM</u>



The PMR calculates attendance information using the following calculations, logic, and terminology. Note that the PMR uses the State Code assigned to the Attendance Record only. For guidance on attendance codes, refer to the <u>Attendance Code Setup article (NCSIS)</u>.

Attendance Code Setup 🌣	
New Save Delete AttendanceExcuses Editor Code Description 1L Excused Tardy 2A 2A Unexcused Absent 2L 2L Unexcused Tardy	AttendanceExcuse Detail *Code DA. *State Code 2A: Unexcused Absent *Description Unexcused Absent Status Excuse Absent Unexcused Display code in behavior resolution Use code in virtual attendance posting
Attendance Co	nde Setup - State Code Assignment

In Membership

A student is considered **In Membership** when ANY of the following are true:

- The student is on-site AND at least 50% present on their first day of enrollment.
- The student is enrolled in Staggered Kindergarten AND assigned to be at home on the first day of school.
- The student has a primary enrollment with an Admission Status of MST1: Member -Standard Day Program or MED1: Member - Extended Day Program AND scheduled more than 50% (this is an exact - not rounded - calculation; students scheduled 49.9% of the day are not eligible).
- The student is identified as Medically Fragile (has attendance records with a State Code of 1S: Hospital/Homebound).
- The student is enrolled in a publish school AND in a Teacher-in-Treatment Program (has attendance records with a State Code of **1H: Teacher-in-Treatment**).
- The student is scheduled into one or more NC Virtual Public School courses AND **NOT** enrolled in a private school or home school.
- The student's enrollment has a State Grade Level of Pre-K and an Admission State of MST1: Member - Standard Day Program

Not In Membership

A student is considered **Not In Membership** until the first day the student is in attendance.

A student is considered **Not In Membership** when ANY of the following are true:

• It is before the start date of the enrollment record. Students who are not present on their initial enrollment day must have their Enrollment Start Date moved forward until they have met the requirements to be present.



- The student is not enrolled in Staggered Kindergarten or is enrolled in Staggered Kindergarten but not in attendance on the first day of enrollment.
- The student's Admission Status on the Enrollment record is VST1: Visitor Standard Day Program/Foreign Exchange Student.
- The student has a primary enrollment with an Admission Status of MST1: Member -Standard Day Program or MED1: Member - Extended Day Program AND scheduled LESS than 50% (this is an exact - i.e., not rounded - calculation; students scheduled 50% of the day are eligible).

In Violation

The student is considered **In Violation** (also known as the **10-Day Rule**) when ANY of the following are true:

- The student has ten consecutive absences marked as unexcused based on the date the report is generated.
- Examples:
 - When a student has nine days of consecutive absence at the end of PMR 1 and one day of absence at the start of PMR 2 [Total of 10 consecutive absence between 2 school months], and the report is generated on the first day of PMR2, the student does not meet the requirements of being in violation.
 - When a student has nine days of consecutive absence at the end of PMR 1 and one day of absence at the start of PMR 2 [Total of 10 consecutive absences between 2 school months], and the report is generated on the second day of PMR2, the student does meet the requirements of being in violation.

Not in Violation

The student is considered **Not In Violation** when ANY of the following are true:

- The student is present for that day.
- The student has an attendance record for that day with one of the following State Codes:
 - 1H: Teacher-In-Treatment
 - 1M: Medically Fragile
 - 1S: Hospital/Homebound
 - 1R: Present Off-Site
 - 1Q: School Sponsored Activity
- The student has an attendance event that does not have one of the State Codes above and is NOT considered in violation (marked absent for ten consecutive days)
- The student is considered to be in violation but is marked present (no attendance events) on the 11th day.
- The student was suspended for any length of time.
- When the student has 10 consecutive unexcused absences causing violation days and returns on the 11th day or after in one PMR interval (school month), the 10 or more consecutive days remain as violation days, but the student does not show as a membership violations, and continues to be counted in membership.



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 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.

How Attendance Codes Affect ADA and ADM

This table shows how the Attendance Codes affect the attendance calculations - positively (+), negatively (-), or no impact (N/A).

Attendance Code	ADA	ADM	Absence Count for 10-day	Present Remote (1R)	Present On-Site	Present Off-Site (1H, 1M, 1Q, 1S)	ADA Absence Day Count
Lawful Absence (excused)							
3: Out-of-School Suspension (Excused absence)	(-)	(+)	N/A	N/A	N/A	N/A	(+)



Attendance Code	ADA	ADM	Absence Count for 10-day	Present Remote (1R)	Present On-Site	Present Off-Site (1H, 1M, 1Q, 1S)	ADA Absence Day Count
1A: Illness or Injury	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1B: Medical or Dental Appointment	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1C: Death in the Immediate Family	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1D: Quarantine- or Covid-Related Absence	(-)	(+)	N/A	N/A	N/A		(+)
1E: Court or Administrative Proceedings	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1F: Religious Observance	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1G: Educational Opportunity	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1N: Absence Related to Parent's Deployment Activities	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1P: Early Checkout	(-)	(+)	N/A	N/A	N/A	N/A	(+)
11: Local School Board Policy	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1K: Child Care	(-)	(+)	N/A	N/A	N/A	N/A	(+)
1T: Inaccessible Roads	(-)	(+)	N/A	N/A	N/A	N/A	(+)
Present Off-Site (exempt)							
1H: Teacher In- Treatment	(+)	(+)	N/A	N/A	N/A	(+)	N/A
1M: Medically Fragile	(+)	(+)	N/A	N/A	N/A	(+)	N/A
1Q: School- Sponsored Activity	(+)	(+)	N/A	N/A	N/A	(+)	N/A



Attendance Code	ADA	ADM	Absence Count for 10-day	Present Remote (1R)	Present On-Site	Present Off-Site (1H, 1M, 1Q, 1S)	ADA Absence Day Count
1S: Hospital/Homebound Instruction	(+)	(+)	N/A	N/A	N/A	(+)	N/A
Present On-Site							
1L: Excused Tardy	(+)	(+)	N/A	N/A	(+)	N/A	N/A
1X: Nonobligatory Pre-K Attendance	(+)	(+)	N/A	N/A	(+)	N/A	N/A
2L: Unexcused Tardy	(+)	(+)	N/A	N/A	(+)	N/A	N/A
3A: In-School Suspension	(+)	(+)	N/A	N/A	(+)	N/A	N/A
No Mapped State Attendance Code	(+)	(+)	N/A	N/A	(+)	N/A	N/A
Present Remote							
1R: Present Off-Site	(+)	(+)	N/A	(+)	N/A	N/A	N/A
Unlawful Absence (unexcused)							
2A: Unlawful Absence	(-)	(+)	(+)	N/A	N/A	N/A	(+)
2B: Lack of Immunization	(-)	(+)	(+)	N/A	N/A	N/A	(+)
2C: No Health Assessment	(-)	(+)	(+)	N/A	N/A	N/A	(+)
No Processing Category							
In Violation (10-day rule)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Withdrawn (enrollment)	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Report Editor



Data Element	Description
Setup	
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, all calendars are automatically selected because this is a school-wide report. For State Edition users, calendars display by School Year, by District, then by School Name.
Show Active Year Only	Only those calendars for the school year are available for selection when set to ON. 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. Options: PMR Summary PMR Best 1 of 2 PMR Detail Students Not Included in the PMR Summary GRS Summary GRS Detail The PMR Summary is the only report that includes the Generate and
	Submit Verification options for users assigned proper tool rights. All other reports have the Review option.

Data Element	Description
School Month Sequence	Indicates which <u>School Month</u> is being reported. Select one school month from the list.
	Special School Month Logic
	Click here to expand
	For School Month 2 , results are stored in a temporary table to have the Verify column populate with a value of 1. First, generate the PMR Summary with the School Month Sequence field set to 2. Then generate PMR Summary again with the School Month Sequence field set to 1 with the Effective Date equal to the Report Date. Those results are saved to a temporary table. When the Verify button is selected, the Verify column populates with a value of 1.
	For School Month 9 , results from all previous School Months 1-8 are used to have results for Month 9. Generate the reporting for all PMR Intervals, including Month 9 where the Effective Date equals the Reporting Date. Results for PMR Intervals 1-8 are stored to a temporary table first, then results are displayed for Revision 9.
	PMR Intervals 1-8 are only created once PMR Interval 9 is generated. Those months are looking at that month's specific information but with the effective date as the date when Month 9 was last generated.
Ad hoc Filter	Allows selection of a filter that was previously created. Only students included on the selected filter return on the report.
	This option is available with the Extract Types of PMR Detail, Students Not Included in PMR Summary, and GRS Detail.
Output Options	
Report Processing	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.
	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.
	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.
Format Type	Determines in which format the report generates - CSV or HTML.



Next Steps

See the following articles for information on generating the individual PMR Reports.

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