

NC Principal's Monthly Report Extract

Last Modified on 01/27/2026 2:24 pm CST

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:

- [NCSIS Knowledge Base](#)
- [North Carolina Department of Public Instruction](#)

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
Queue Options
 High Priority
 Keep Until I Delete
Queue Start Date and Time *
08/22/2024 9:03 AM

Format Type
 HTML
 CSV

Batch Queue Results

Start Date	End Date	
MM/DD/YYYY <input type="button" value="Calendar"/>	MM/DD/YYYY <input type="button" value="Calendar"/>	

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

Actions

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 [Tool Rights](#) section below for details.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

In Campus, *PMR Intervals* are called *School Months*.

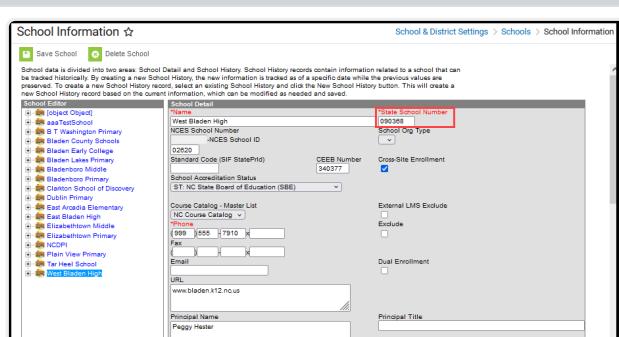
Getting Started with the PMR

[Data Setup](#) | [Tool Rights](#)

Data Setup

Before generating the PMR, verify that the following tools and values are entered. For additional information, review the [PMR Validation Review](#).

► Click here to expand...

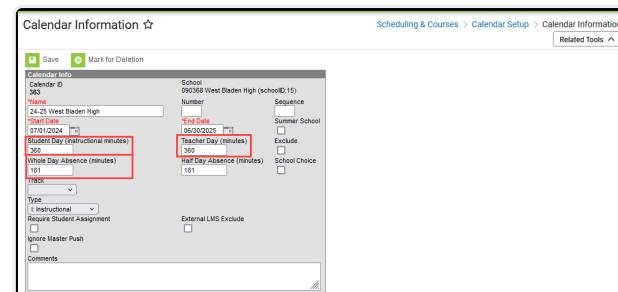
Tool and Required Data	Information
School Information	
<p>The State School Number is entered and meets the following requirements:</p> <ul style="list-style-type: none"> • Six digits in length, where the first three characters are the State • The last three digits and the District Number and the last 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. 	 <p>School Information - State School Number</p>
Calendar Information	

Tool and Required Data

The following fields are populated on the Calendar Information editor:

- **Student Day (instructional minutes)**
- **Teacher Day (minutes)**
- **Whole Day Absence (minutes)**

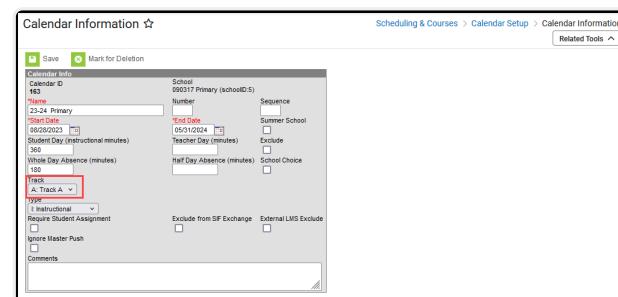
Information



Student Day, Teacher Day, Whole Day Absence -
Calendar Information

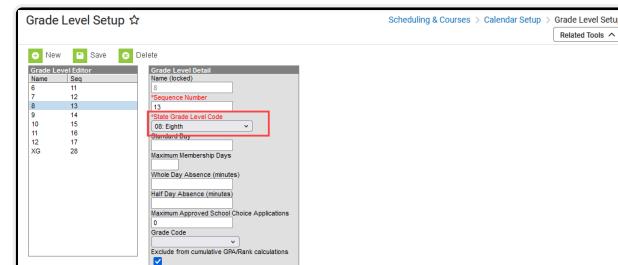
When the school operates using Tracks, the **Track** field on the Calendar must be set for each track.

This can be left blank for schools that do not operate using tracks.



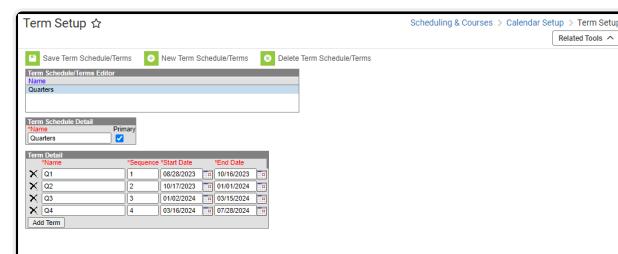
Calendar Track Field

Grade levels are configured for the selected calendar AND aligned to the correct **State Grade Level Code** in [Grade Level Setup](#).



State Grade Level Code Assigned to Grade Levels

Calendar terms are set up with a **Term Schedule Name** (Trimesters, Quarters, etc.). Individual terms are named, have a Sequence, a Start Date, and an End Date

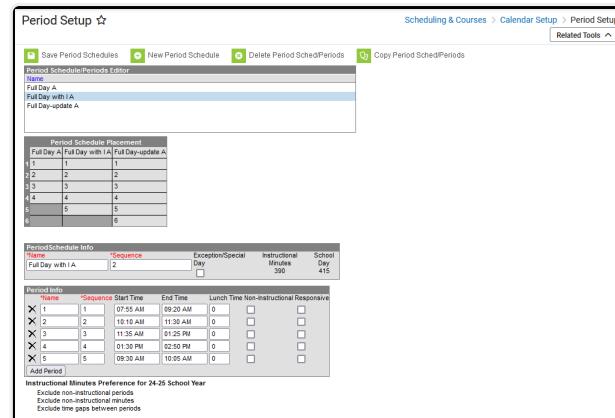


Term Setup

Tool and Required Data

Period Schedules exist when needed (rotating schedules, block scheduling, etc.), and Periods are entered with the correct sequences and names for each period in the school day.

Information

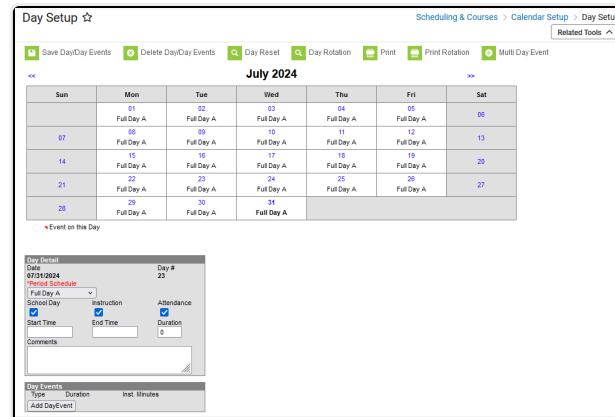


The screenshot shows the 'Period Setup' screen with the following details:

- Period Schedule Placement:** Full Day A, Full Day with i A, Full Day-update A.
- Period Schedule Info:** Sequence 1, Exception/Special Day, Instructional Minutes 390, School Day 415.
- Period Info:** Sequence 1-5, Start Time 07:55 AM, End Time 09:20 AM, Lunch Time 0, Non-instructional Responsive.
- Instructional Minutes Preference for 24-25 School Year:** Includes options for non-instructional periods, non-instructional minutes, and instructional gaps between periods.

Period Setup

Calendar Days have been set using the Day Reset tool, and each day in the calendar is marked correctly for **Day Events, School Days, Instruction Days, and Attendance Days**.



The screenshot shows the 'Day Setup' screen for July 2024:

- Day Detail:** Date 07/01/2024, Day # 23, Period Schedule: Full Day A.
- Day Events:** Type, Duration, Inst. Minutes, Add DayEvent.

Day Setup

Tool and Required Data

School Months are entered according to [state requirements](#):

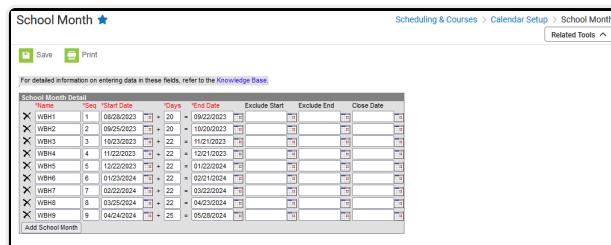
- There are a **total of nine School Months** in a calendar.
- School Month 1 and School Month 2 are 20 school days in length.
- The remaining School Months can have a total of school days from 16 to 26.

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

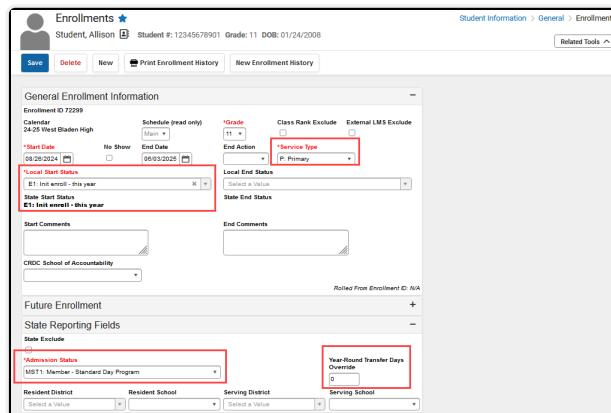


School Months

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 Enrollment Record

Tool and Required Data

Students must be enrolled in a correct grade level based on their calendar of enrollment.

Information

Enrollments ★

Student, William [] Student #: 12345678 Grade: 10 DOB: 01/31/2008
Group 2

General Enrollment Information

Enrollment ID 23436
Calendar 2A-2B High School
*Start Date 07/02/2024 No Show
End Date 06/03/2025
*Local Start Status E1: Int enroll - this year
State Start Status E1: Int enroll - this year
Start Comments
End Comments

Grade
10
9
11
12
X0

Class Rank Exclude **External LMS Exclude**
***Service Type** Primary

CBDC School of Accountability

Student Information - Grade Level

Students are scheduled into courses.

Schedule ★

Student, Adam [] Student #: 1234567890 DOB: 05/09/2006 Counselor: Sandra Baldwin

Q1 (8/28/2023 - 10/16/2023) **Q2 (10/17/2023 - 1/1/2024)** **Q3 (1/2/2024 - 3/15/2024)** **Q4 (3/18/2024 - 7/31/2024)**

	Q1 (8/28/2023 - 10/16/2023)	Q2 (10/17/2023 - 1/1/2024)	Q3 (1/2/2024 - 3/15/2024)	Q4 (3/18/2024 - 7/31/2024)
	FULL DAY A	FULL DAY/UPDATE A	FULL DAY A	FULL DAY/UPDATE A
1	10242X04-1 English IV Alcala-Garcia, G.	10242X04-1 English IV Alcala-Garcia, G.	11422X03-3 Spanish II Alcala-Garcia, G.	11422X03-3 Spanish II Alcala-Garcia, G.
2	43182X04-1 Theu Testing Again Allen, S.	43182X04-1 Theu Testing Again Allen, S.	PA122X03-3 Fun with Foodz Frazier, K.	PA122X03-3 Fun with Foodz Frazier, K.
3	11412X04-4 Spanish I Alcala-Garcia, G.	11412X04-4 Spanish I Alcala-Garcia, G.	AA222X00B-1 Animal Science II Honors Kornka, E.	AA222X00B-1 Animal Science II Honors Kornka, E.
4	FM122X04-2 Food and Nutrition I Frazier, K.	FM122X04-2 Food and Nutrition I Frazier, K.	24092X03-3 NC Math 4 Melvin, V.	24092X03-3 NC Math 4 Melvin, V.
5	99359X00E0-1 Non-Reporting - EC Newkirk, K. Start: 9/5/2023 Drop: 9/4/2023		99359X00E0-1 Non-Reporting - EC Newkirk, K.	99359X00E0-1 Non-Reporting - EC Newkirk, K.
6	99329X00H-17 Homeeom Allen, S.	99329X00H-17 Homeeom Allen, S.	99329X00H-17 Homeeom Allen, S.	99329X00H-17 Homeeom Allen, S.

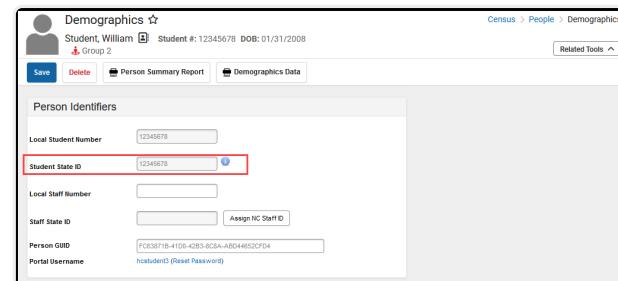
Student Schedule

Tool and Required Data

The following demographic and person identifiers fields must be populated for students:

- **Student UID**
- **Sex**
- **Race/Ethnicity**

Information



Demographics ★
 Student, William ■ Student #: 12345678 DOB: 01/31/2008
 Group 2

Save Delete Person Summary Report Demographics Data Related Tools

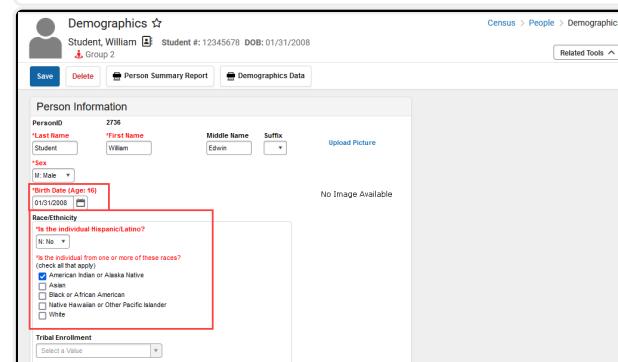
Person Identifiers

Local Student Number: 12345678
Student State ID: 12345678 (Edit)

Local Staff Number:
 Staff State ID: Assign NC Staff ID

Person GUID: F063071B-4106-42B3-8CSA-AB044652CFD4
 Portal Username: [hasuser123](#) (Reset Password)

Student State ID



Demographics ★
 Student, William ■ Student #: 12345678 DOB: 01/31/2008
 Group 2

Save Delete Person Summary Report Demographics Data Related Tools

Person Information

PersonID: 2736
Last Name: Student **First Name:** William **Middle Name:** Edwin **Suffix:**
Sex:
Birth Date (Age: 16): 01/31/2008 (Edit)

Race/Ethnicity:
 Is the individual Hispanic/Latino?
 Is the individual American Indian or Alaskan Native?
 Is the individual Black or African American?
 Is the individual Native Hawaiian or Other Pacific Islander?
 Is the individual White?
 Check all that apply: American Indian or Alaska Native
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Tribal Enrollment: (Edit)

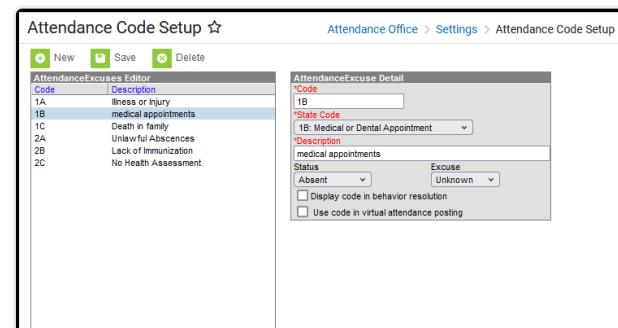
Student Demographics - Sex, Race/Ethnicity Fields

Attendance data is available for students.

- [Attendance codes](#) need to be mapped to a State Code. When there is no State Code aligned to the Attendance Code, it does not report.

Attendance events recorded by teachers are not entered with an attendance code. These records need to be processed by Attendance Office Staff using the [Classroom Monitor](#) or [Daily Attendance](#).

Attendance Code Setup



Attendance Office > Settings > Attendance Code Setup

New Save Delete

AttendanceExcuse Editor

Code	Description
1A	Illness or injury
1B	medical appointments
1C	Death in family
2A	Unlawful Absences
2B	Lack of Immunization
2C	No Health Assessment

AttendanceExcuse Detail

Code	State Code	Description	Status	Excuse
1B	1B	medical appointments	Absent	Unknown

Display code in behavior resolution
 Use code in virtual attendance posting

Attendance Codes

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 Admin									
 Staff, Kyle  DOB: 07/07/1989	User Tool Rights Editor										
	kyle.johnson										
	► Behavior Office	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► Census	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
	► Communication	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► Employee Self Service	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► Fees	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► FRAM	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► Grading & Standards	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
 Individual  Manager  Individual  Manager  Individual  Manager  Individual  Manager  Individual  Manager	► Health Office	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► My Account	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	▼ Reporting	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
	► Ad Hoc Reporting	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► Civil Rights Data Collection (CRDC)	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	► Data Validation	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	▼ NC State Reporting	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
	NC CTE Extract	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
	NC PMR Extract	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
	NC PMR Extract Submission	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
► Scheduling & Courses		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					
▼ School & District Settings		<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete					
► District		<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete					

PMR Workflow

[School Month End Dates](#) | [Preview Mode](#) | [Review Mode](#) | [Standard PMR Submission Mode](#)

The [PMR Summary](#) and [PMR Detail](#) Extracts can be generated in Preview mode and Review mode, prior to submitting them using the standard procedures for submitting PMR extracts to DPI.

Preview and Review mode apply to the schools, calendars, and years selected in the Report editor, not in the Context Switcher.

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 selected in the Report Editor.

- Use Preview mode ON or BEFORE the End Date of the School Month selected in the Report Editor.
- Use Review mode AFTER the End Date of the School Month PLUS **five** Instructional Days.
- Use the Standard process of generating PMR extracts on the **sixth** instructional day after the end of a school month.

When generating the PMR Summary for School Month 3 (September 24 - October 21):

- PREVIEW the results AFTER the school month has started on September 24, BEFORE the end date of October 21, or ON the end date of October 21.
- REVIEW the results AFTER October 21 and up to October 28, which is **five** instructional days after October 21.
- Follow the standard PMR Workflow of generating, reviewing, and submitting data for School Month 3 on October 29, **six** days after the end of School Month 3.

Preview Mode

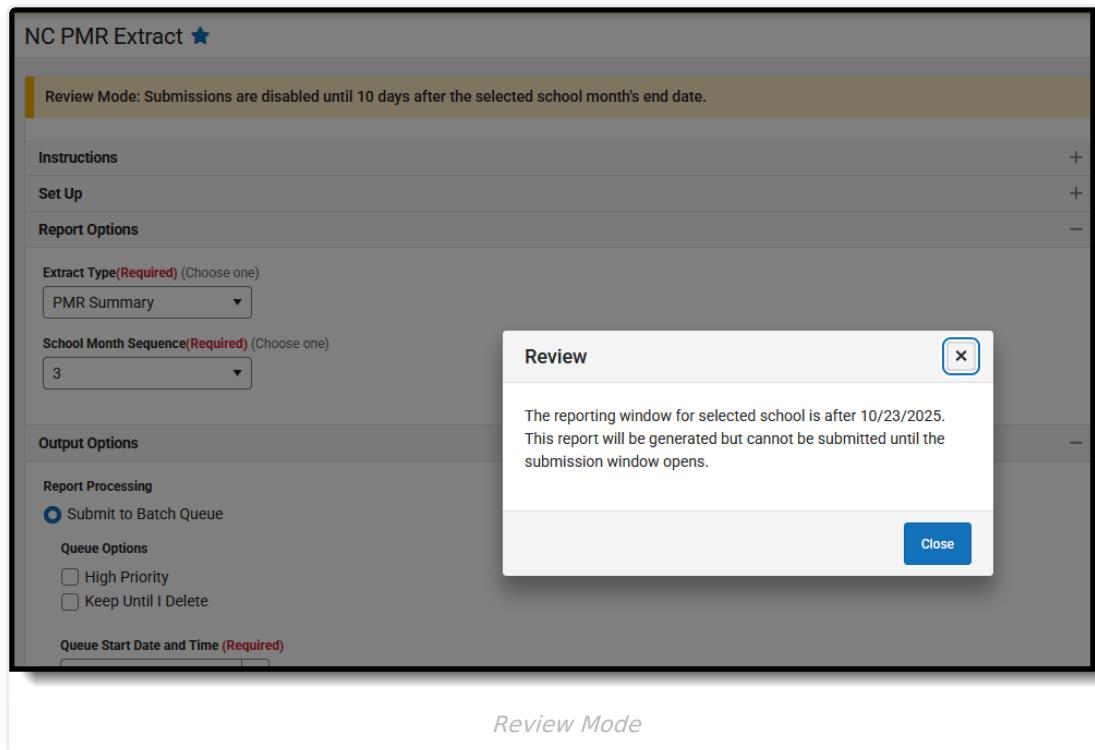
The screenshot shows the 'NC PMR Extract' interface. On the left, there are sections for 'Instructions', 'Set Up', and 'Report Options'. Under 'Report Options', the 'Extract Type' is set to 'PMR Summary' and the 'School Month Sequence' is set to '3'. On the right, a modal window titled 'Preview Only' is displayed, containing the message: 'The reporting window for selected school is after 11/04/2025. This report will be generated in Preview Mode until the submission window opens.' At the bottom right of the modal is a 'Close' button. At the bottom of the main interface, there is a 'Preview Mode' label.

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 Verification is not an option.

1. Select the desired **School** and **Calendar**.
2. Select the **PMR Summary** or the **PMR Detail** from the **Extract Type** field.
3. Select a **School Month** from the **School Month Sequence** field that has not yet ended. A banner and 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 period ends, a new PMR for the extract type and school month needs to be generated. Submitting preview data is not allowed.

Review Mode



The screenshot shows the 'NC PMR Extract' interface. On the left, there are sections for 'Instructions', 'Set Up', and 'Report Options'. Under 'Report Options', 'Extract Type (Required)' is set to 'PMR Summary' and 'School Month Sequence (Required)' is set to '3'. A 'Review' dialog box is overlaid on the interface, containing the message: 'The reporting window for selected school is after 10/23/2025. This report will be generated but cannot be submitted until the submission window opens.' At the bottom right of the dialog is a 'Close' button. Below the dialog, the text 'Review Mode' is displayed.

In Review mode, validations are run, which prohibit the viewing of data. Only the Generate and Review buttons display; Submit Verification is not an option.

Review mode is available from the day AFTER the end of the School Month, plus five instructional days for 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 instructional days following the end of School Month 9.

1. Select the desired **School** and **Calendar**.
2. Select the **PMR Summary** or the **PMR Detail** from the **Extract Type** field.
3. Select a **School Month** from the **School Month Sequence** field that has ended within the last five instructional days. 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 Preview period ends, a new PMR for the extract type and school month needs to be

generated. Submitting review data is not allowed.

Standard PMR Submission Mode

On the 11th instructional day after the end of the school month, the standard workflow for generating a fresh report, saving of snapshot data, reviewing the data, and submitting verification reports 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. 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 Extract Types

[PMR Summary](#) | [Data Validation Reports](#) | [PMR Detail](#) | [Students Not Included in the Summary](#) |
[GRS Summary](#) | [GRS Detail](#) | [PMR Best 1 of 2](#)

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.

PMR Summary Records:4																										
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	SummaryGroup	StateGrade	ADA	ADM	E1	E2	R1	R2	R3	StartStatus	Total	W1	W2	W3	W4	W2T	EndSta
090	090368	West Bladen	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	
090	090368	West Bladen	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	0	
090	090368	West Bladen	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	0	
090	090368	West Bladen	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

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 Review Records:4																										
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	SummaryGroup	StateGrade	ADA	ADM	E1	E2	R1	R2	R3	StartStatus	Total	W1	W2	W3	W4	W2T	EndSta
090	090368	West Bladen	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	
090	090368	West Bladen	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	0	
090	090368	West Bladen	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	0	
090	090368	West Bladen	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

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 generated or re-submitted. Users may continue to review the data from the month of submission, but updates to student data will not be reflected in the report.

PMR Submit Records:1

SuccessMessage

PMR Submitted

PMR Summary Verification

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 are 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 Fatal (
- PMR Warning
- PMR Information

Refer to the [NCSIS Knowledge Base](#) for information on PMR Validation Review.

Descriptions of the rules and how to correct the data are provided in this PDF - [PMR Validations FATAL Group FRD \(November 2025\)](#) 

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																
PSL	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

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.

PMR Students Not Reported in the Summary Records:2																
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	SchoolMonthStartDate	SchoolMonthEndDate	CalendarInstructionalMinutes	StudentLastName	StudentFirstName	StudentID	Ethnicity	Sex	SummaryGr		
090	090324	Dublin Primary	2024	1	0	08/28/2023	09/22/2023	350	Student	Dustin	6177629946	Hispanic	M	Not Reported Summary		
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 Summary Records:2																						
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	AMIN(M)	AMIN(F)	Asian(M)	Asian(F)	Hispanic(M)	Hispanic(F)	Black(M)	Black(F)	PACI(M)	PACI(F)	White(M)	White(F)	TwoOrMore(M)	TwoOrMore(F)	Summary(M)	Summary(F)	Total
090	090368	West Bladen High	2024	1	1	0	0	0	0	1	0	1	1	0	0	1	2	0	1	3	4	7
		Totals		2024	1	1	0	0	0	0	1	0	1	0	0	1	2	0	1	3	4	7

GRS Summary

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:7																									
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	0	7						0	0			
090	090368	West Bladen High	2024	1	1	09	Student	Brian	234567890	Hispanic	M	1	0	0	7						0	0			
090	090368	West Bladen High	2024	1	1	09	Student	Charles	345678901	White	F	1	0	0	7						0	0			
090	090368	West Bladen High	2024	1	1	09	Student	Donna	456789012	White	F	1	0	0	7						0	0			
090	090368	West Bladen High	2024	1	1	10	Student	Erik	567890123	Two Or More Races	F	1	0	0	1						0	0			
090	090368	West Bladen High	2024	1	1	10	Student	Fiona	678901234	Black	M	1	0	0	7						0	0			
090	090368	West Bladen High	2024	1	1	12	Student	Giles	789012345	White	M	1	0	0	1						0	0			

GRS Detail

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.

PMR Best 1 of 2 Records:1																										
PSU	SchoolNumber	SchoolName	EndYear	PMR_MonthSubmitted	GeneratedBy	GeneratedTime	VerifiedBy	VerifiedTime	KG	01	02	03	04	05	06	07	08	09	10	11	12	13	Standard_Total	PK	PR	PK_Total
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	1	0	0	0	1	0	0	0	0	

PMR Best 1 of 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 [Data Setup](#) section for details.

Refer to the [Department of Public Instruction](#) for additional information.

Attendance Calculations

[In Membership](#) | [Not In Membership](#) | [In Violation](#) | [Not in Violation](#) | [Basic PMR Calculation](#) | [How Attendance Codes Affect ADA and ADM](#)

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 [Attendance Code Setup article \(NCSIS\)](#).

Attendance Code Setup ☆

AttendanceExcuses Editor		AttendanceExcuse Detail	
Code	Description	*Code	
1L	Excused Tardy	2A	
2A	Unexcused Absent	*State Code	2A: Unexcused Absent
2L	Unexcused Tardy	Description	Unexcused Absent
		Status	Excuse
		Absent	Unexcused
		<input type="checkbox"/> Display code in behavior resolution	
		<input type="checkbox"/> Use code in virtual attendance posting	

Attendance Code 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 public 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	(+)
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	(+)

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
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	(+)
1I: 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
1S: Hospital/Homebound Instruction	(+)	(+)	N/A	N/A	N/A	(+)	N/A
Present On-Site							

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
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	

Data Element	Description
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, all calendars are automatically selected because this is a school-wide report.</p> <p>For State Edition users, calendars display by School Year, by District, then by School Name.</p>
Show Active Year Only	<p>Only those calendars for the school year are available for selection when set to ON.</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	<p>Determines which PMR report generates. Options:</p> <ul style="list-style-type: none"> • PMR Summary • PMR Best 1 of 2 • PMR Detail • Students Not Included in the PMR Summary • GRS Summary • GRS Detail <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 have the Review option.</p>

Data Element	Description
School Month Sequence	<p>Indicates which School Month is being reported. Select one school month from the list.</p> <p>Special School Month Logic</p> <p>► Click here to expand...</p> <p>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.</p> <p>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.</p> <p>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.</p>
Ad hoc Filter	
	<p>Allows selection of a filter that was previously created. Only students included on the selected filter return on the report.</p> <p>This option is available with the Extract Types of PMR Detail, Students Not Included in PMR Summary, and GRS Detail.</p>
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	<p>Determines in which format the report generates - CSV or HTML.</p>

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](#)
