NC Principal's Monthly Report Extract

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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:

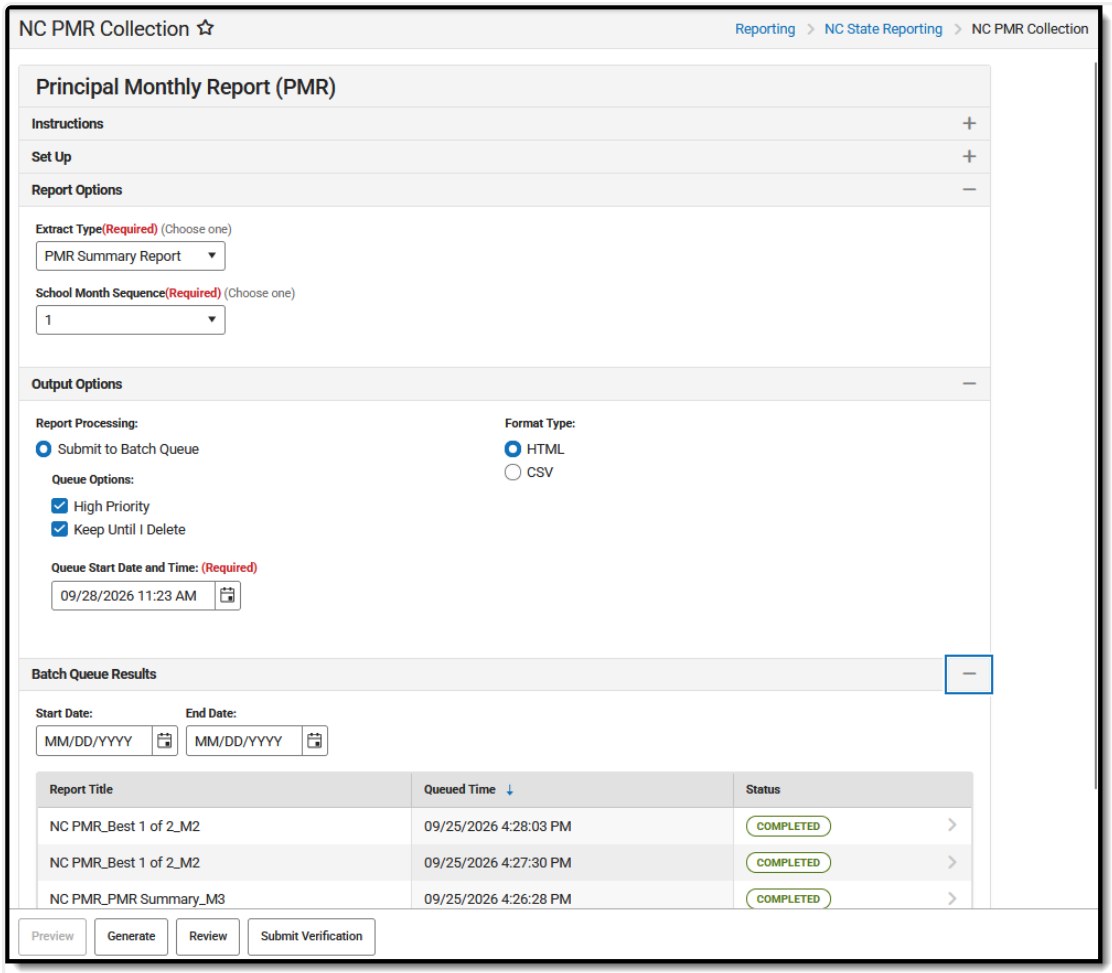
- Average Daily Membership
- Average Daily Attendance
- Enrollment
- Membership Last Day
- Violation Status

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

See the Report logic and layoutsection for global logic information.

See the Extract Type description and the linked PDFs for logic and layout information for the specific PMR extract.



NC PMR Extract

See the PMR Tool Rights article for information on available tool rights.

Before you start

- Review the PMR Data Setup article for details on proper calendar setup, school information, grade levels, schedule details, etc., needed to generate the PMR.
- Review the PMR Data Validations for details on reasons why you may be getting errors.
- Follow the steps included in the Checklist for generating the PMR to eliminate bad data before submitting the PMR Summary.

Report editor

Data Element	Description
Setup	
Search Calendars, Schools	Use the search field to narrow the list of available calendars. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars. Multiple schools can be selected as long as they are all in the same school year. When calendars from different school years are selected, an error message displays when selecting Generate or Review. 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 to generate. Options are: • PMR Summary (October 2026) • PMR Best 1 of 2 (July 2026) • Students Not Included in the PMR Summary (October 2026) • GRS Detail Report (October 2026) • GRS Summary Report (October 2026) • PMR Student Day Detail (July 2026) • ADA Summary (July 2026) • ADM Summary Report (July 2026) • ADM 10-Day Violation Detail (July 2026) • PMR Day Detail (July 2026) • PMR Month Summary (July 2026) • PMR ADM by District Rollup (State Edition) (October 2026) The PMR Summary is the only report that includes the Generate and Submit Verification options for users with the appropriate tool rights. All other reports have the Review option.

Data Element	Description
School Month Sequence	Indicates which School Month is being reported. Select one school month from the list. **Special School Month Logic** 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 previously created filter. Only students included in the selected filter return in the report. This option is available with the Students Not Included in PMR Summary extract type.
Output Options	
Report Processing	This is a complex report and requires several minutes to create the data snapshot. As a result, it must always be generated using the **Submit to Batch** option. The Batch Queue processing can be used for both report generation and report review, allowing results to be reviewed later. 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 reports for multiple calendars or for large amounts of reported data. See the Batch Queue article for more information.
Format Type	Determines in which format the report generates - CSV or HTML.

Generate the PMR

The PMR Summary Extract is the originating data pull submitted to the state. Other extract types use that snapshot for calculations.

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 a fatal error occurs, an error message prompts you 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	StartStatusTotal	W1	W2	W3	W4	W2T	EndSta
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	4	0	0	0	0	0	0
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
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	1	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

PMR Summary - Generate

2. Make necessary corrections to the data.
3. **Generate** the PMR Summary again with the same information previously selected.
4. **Review** the report for the same school month that was initially generated. This pulls data from the previously created snapshot; if changes were made to enrollment records or attendance data between the snapshot's creation and the date of the review, those changes are not reflected in the review results. To see those results, regenerate the report.
    - Before displaying the results, the list of state validation errors is reviewed to ensure there are 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 is selected BEFORE the validations have completed, a warning message displays, indicating that the validation report is still running and that you should wait for it 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	StartStatusTotal	W1	W2	W3	W4	W2T	EndStatusTotal	M
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	4	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	1	0	0	0	0	0	0	1
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	7

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 resubmitted. Users may continue to review the data from the month of submission, but updates to student data will not be reflected in the report.

Once the selected report configuration has been submitted, it cannot be resubmitted with the same configuration until it has completed or an error has been returned. The action buttons are unavailable until that point.

Generate logic when selecting multiple calendars

When multiple schools are selected, data for all selected schools is generated. For the PMR Summary extract:

- After selecting multiple schools, data validations are run for all selected schools for the selected School Month. An error displays when any validations are triggered.
- When no validations are triggered for the selected schools, a snapshot of the following database tables is taken for EACH School selected from the calendar selector: NCSnapshotPMRSummary, NCSnapshotPMRDetail, NCSnapshotGRSSummary.
- The resulting PMR Summary extract that displays includes data for all selected Schools.
- If any of the selected schools have already submitted their PMR Summary data for the selected School Year/School Month, an error message displays at the top of the extract indicating which school has already submitted their data and can no longer generate a new snapshot.

Review logic when selecting multiple calendars

When multiple schools are selected, data is reviewed for all selected calendars.

If any of the selected calendars do not have Generated PMR Summary data for the selected School Year/School Month, an error message displays at the top of the extract indicating which school can't have its data reviewed because no snapshot data exists.

Submit logic when selecting multiple calendars

PMR Summary data cannot be submitted for multiple calendars at one time. Each school must submit its own PMR Summary.

- If a user selects multiple schools and clicks Submit Verification, an error message displays indicating that the submission of PMR data can only be done for one school at a time.
- If a user selects a single school, but PMR Summary snapshot data has not been generated, an error message displays indicating that no snapshot data exists for submission.
- If a user selects a single school but the PMR Summary data has not been reviewed, an error message displays indicating that a submission can't occur until the data has been reviewed.

Preview the PMR Summary

Click the **Preview** button for a look at real-time PMR Summary data through the current date in the school month. PMR validations are not initiated with the Preview mode.

The Preview button is not available when the user selects a school month that has already ended.

Report logic and layout

Refer to the NC PMR Global Logic (October 2026) PDF for more information on logic for ALL PMR extracts.

Refer to the Extract Type description and the linked PDFs for logic and layout information for the

specific PMR extract.