

# PMR Best 1 of 2 (North Carolina)

Last Modified on 12/14/2025 8:45 pm CST

[Report Editor](#) | [Generate the Report](#) | [Report Layout](#) | [Next Steps](#)

Tool Search: NC PMR Extract

The **PMR (Principal's Monthly Report) Best 1 of 2** report compares ADM calculations submitted in PMR Interval 1 with ADM calculations submitted in PMR Interval 2. The higher ADM for each grade level is then totaled by grade level across the PSU.

The PMR Best 1 of 2 Report can only be reviewed once the PMR Summary is verified for PMR 2 for the selected calendar, creating both snapshots for PMR 1 and 2. PMR 1 is referenced as 1R, which means that month 1 data was generated as of the month 2 collection window.

See the [NC Principals Monthly Report Extract](#) article for information on required data setup, tool rights, and more information on getting started.

NC PMR Extract ★

Reporting > NC State Reporting > NC PMR Extract

**Instructions**

**Set Up**

**Report Options**

Extract Type \* (Choose one)  
PMR Best 1 of 2

School Month Sequence \* (Choose one)  
2

**Output Options**

Report Processing  
 Submit to Batch Queue  
Queue Options  
 High Priority  
 Keep Until I Delete  
Queue Start Date and Time \*  
08/22/2024 1:14 PM

Format Type  
 HTML  
 CSV

**Batch Queue Results**

Report Title	Queued Time	Status
PMRExtract	08/22/2024 11:05:55 AM	COMPLETED

NC PMR Extract - Best 1 of 2 Editor

## Report Editor

Data Element	Description
<b>Set Up</b>	
<b>Search Calendars</b>	<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>
<b>Show Active Year Only</b>	<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>
<b>Report Options</b>	
<b>Extract Type</b>	<p>Determines which PMR report generates. For this instance, select <b>PMR Best 1 of 2</b>.</p> <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 include the Review option.</p>
<b>School Month Sequence</b>	<p>Indicates which <u>School Month</u> (e.g., PMR Interval) 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>
<b>Output Options</b>	
<b>Report Processing</b>	<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 <b>Submit to Batch</b> 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 <a href="#">Batch Queue</a> article for more information.</p>
<b>Format Type</b>	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 Best 1 of 2** from the **Extract Type** field. The **School Month Sequence** pre-populates with a value of 2 when the PMR Best 1 of 2 Extract Type is selected.
2. Select **Submit to Batch Queue**.
3. Select the desired **Format Type**.
4. Mark the desired **Queue Options**.
5. Click **Review**. The report displays in the selected format.

PMR Best 1 of 2 Records:1																											
PSU	SchoolNumber	SchoolName	EndYear	PMR_Month	Submitted	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	0	0	1	0	0	0	1	0	0	0	

PMR Best 1 of 2 - HTML Format

## Report Layout

Data Element	Description	Location
<b>PSU</b>	Reports the first three digits of the school's Public School Unit number of the selected school.  <i>Numeric, 3 digits</i>	District Information > State District Number  District.number
<b>School Number</b>	Reports the unique state school number of the selected school.  <i>Numeric, 6 digits</i>	School Information > State School Number  School.number
<b>School Name</b>	Reports the name of the selected school from the editor.  <i>Alphanumeric, 20 characters</i>	School Information > School Name  School.name

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>End Year</b>	<p>Reports the last four digits of the school year selected.</p> <p><i>Numeric, 4 digits</i></p>	<p>Calendar Information &gt; End Date</p> <p>Calendar.endDate</p>
<b>PMR Month</b>	<p>Reports the numeric value of the selected School Month from the report editor.</p> <p>When the PMR Interval is validated along with another PMR Interval, the school month plus the letter R (e.g., 1R).</p> <p><i>Numeric, 1 digit</i></p>	<p>School Month &gt; Name</p> <p>School Month.name</p>
<b>Submitted</b>	<p>When the data for the report has been verified (submitted to the state), a value of 1 reports.</p> <p>Otherwise, this column is blank.</p> <p><i>Numeric, 1 digit</i></p>	N/A
<b>Generated By</b>	<p>Reports the name of the last user who generated the report.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>User Account &gt; Name</p> <p>UserAccount.name</p>
<b>Generated Time</b>	<p>Reports the time the data was generated.</p> <p><i>Date and Time fields, 15 characters (XX/XX/YYYY, HH:MM AM/PM)</i></p>	Calculated value
<b>Verified By</b>	<p>Reports the name of the last user who clicked Submit Verification. Once submitted, additional generation of the same data does not occur.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>User Account &gt; Name</p> <p>UserAccount.name</p>
<b>Verified Time</b>	<p>Reports the time the user clicked Submit Verification.</p> <p><i>Date and Time fields, 15 characters (XX/XX/YYYY, HH:MM AM/PM)</i></p>	Calculated value

Data Element	Description	Location
<b>KG</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level Kindergarten.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>01</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 01: First.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>02</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 02: Second.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>03</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 03: Third.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>04</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 04: Four.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value

Data Element	Description	Location
<b>05</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 05: Fifth.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>06</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 06: Sixth.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>07</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 07: Seventh.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>08</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 08: Eighth.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>09</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 09: Ninth.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>10</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 10: Tenth.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>11</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 11: Eleventh.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>12</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 12: Twelfth.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>13</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level 13: Grade 13.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value
<b>Standard Total</b>	<p>Reports the total sum of the values reported for each grade level.</p> <p><i>Numeric, 4 digits</i></p>	Calculated value.

<b>Data Element</b>	<b>Description</b>	<b>Location</b>
<b>PK</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level PK: PreKindergarten.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value.
<b>PR</b>	<p>Reports the larger value of School Month 1 and School Month 2 for students in state grade level PR: Preschool.</p> <p>When this grade level is not in the selected calendar, reports a value of 0 (zero).</p> <p><i>Numeric, 4 digits</i></p>	Calculated value.
<b>PK Total</b>	<p>Reports the total sum of the values reported for state grade levels PK and PR.</p> <p><i>Numeric, 4 digits</i></p>	Calculated value.

## Next Steps

Generate one of the other reports to review PMR information:

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