PMR Data Validations

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The Principal's Monthly Report contains a series of reports that are calculated at the end of each reporting interval and at the end of the school year. It includes the Average Daily Attendance (ADA), Average Daily Membership (ADM), Membership by Grade, Race, Sex (GRS), and Membership Last Day (MLD). The report is approved at each school level. These reports contain the base data used for funding and reporting at the state and federal levels.

The PMR Extract includes logic that automatically validates data, ensuring what is submitted to the state is accurate. Validations are categorized into three types:

- Fatal: these validations must be cleared before the school month extract reports are available.
- Warning: these validations do not need to be cleared to review the PMR, but the information needs to be verified and corrected before submitting
- Information: these validations are for knowledge only and should be verified and corrected, if needed, before submitting.

The tables below provide descriptions of all validation rules, along with the locations where the information can be corrected. Consult the NCSIS PMR Validation Review article for steps to correct the issue.

Fatal Validations

Rule Number	Rule Name	Description	Location	Logic
FATAL-01	Students with invalid or unofficial student numbers	Reports students whose Student State ID is longer than 10 digits and has a value less than 30000.	Demographics > Person Identifiers > Student State ID	PMR FATAL 01 (August 2026)
FATAL-02	Students missing a valid race and/or ethnicity	Reports students who do not have a race and/or ethnicity selected.	Demographics > Person Information > Race/Ethnicity	
FATAL-03	Students are missing a valid sex code	Reports students who do not have a Sex value selected.	Demographics > Person Information > Sex	
FATAL-04	Students enrolled in an invalid grade	Reports students whose grade level is not offered in their calendar of enrollment.	Enrollments > Grade	
FATAL-05	Students not assigned to a valid track.	Reports students enrolled in a track school who do not have a valid track selected.	Calendar Information > Track	

Rule Number	Rule Name	Description	Location	Logic
FATAL-06	Students with no schedule	Reports students who have a current and active enrollment record but are not scheduled for any courses. This includes only students with an Admission Status of either **MED1L: Member - Extended Day Program** or **MST1: Member - Standard Day Program**.	Schedule > Walk-In Scheduler	PMR FATAL 06 (May 2026)
FATAL-07	Enrollments marked as State Exclude	Reports students whose enrollment records are marked as State Exclude.	Enrollments > State Reporting Fields > State Exclude	
FATAL-08	Students whose membership data exceeds the number of days in the reporting interval	Reports students whose membership days exceed the number of days that exist in the current school's reporting interval. This includes only students with an Admission Status of either **MED1L: Member - Extended Day Program** or **MST1: Member - Standard Day Program**.	Enrollments > State Reporting Fields > Year-Round Transfer Days Override	
FATAL-09	Students with overlapping primary enrollments in the PSU	Reports students with overlapping primary enrollments at different schools within the same PSU. This includes only students with an Admission Status of either **MED1L: Member - Extended Day Program** or **MST1: Member - Standard Day Program**.	Enrollments > General Enrollment Information > Service Type > P: Primary Enrollments > General Enrollment Information > Start Date, Local Start Status	

Rule Number	Rule Name	Description	Location	Logic
FATAL-10	Students with multiple matching enrollment records	Reports students with one or more identical enrollment records (matching school number, entry data, and exit date) within the same school. This includes only students with an Admission Status of either **MED1L: Member - Extended Day Program** or **MST1: Member - Standard Day Program**.	Enrollments	
FATAL-11	Students with a missing enrollment start status	Reports students whose enrollment records do not have a Start Status.	Enrollments > General Enrollment Information > Local Start Status	
FATAL-12	Students who have an end status that is not mapped to a state code.	Reports students whose enrollment records have an End Status that is not mapped to a state code.	Enrollments > General Enrollment Information > Local End Status	
FATAL-13	Students with multiple E1 entries in the same school year	Reports students who have two or more enrollment records with a Start Status of *E1: Initial enrollment - this year* within the same school year.	Enrollments > General Enrollment Information > Local Start Status	
FATAL-14	Students with multiple E2 entries in the same school year	Reports students who have two or more enrollments with a Start Status of *E2: Initial enrollment from non-NC Public School* within the same school year.	Enrollments > General Enrollment Information > Local Start Status	
FATAL-15	Invalid R1/R5/R6 enrollment code	Reports students with an enrollment start status of R1/R5/R6 without prior enrollment in the same year with an entry code of E1/E2.	Enrollments > General Enrollment Information > Local Start Status	PMR FATAL 15 (May 2026)

Rule Number	Rule Name	Description	Location	Logic
FATAL-17	Graduated students in a grade level ineligible for graduation	Reports students in a grade level below 10th grade who have an End Status of *W4:* Early *Completer/Midyear Grad.*	Enrollments > General Enrollment Information > Local End Status	
FATAL-18	School with instructional days after June 30	Reports calendars with instructional days that are after June 30.	Day Setup > (select day) > Date Detail	
FATAL-19	Calendar not configured	Reports calendars where the Student Day, Whole Day, Whole Day Absence, or Teacher Day is not populated.	Day Setup > Day Reset	
FATAL-20	Reporting intervals are incorrectly configured	Reports calendars where the school months are not set up correctly. • Reporting intervals 1 and 2 must be exactly 20 days. • Reporting intervals 3 through 9 must be 16-26 days. Review the School Months article for more information.	School Month	
FATAL-21	Students missing admission status	Reports students whose enrollment records are missing the Admission Status field.	Enrollments > State Reporting Fields > Admission Status	
FATAL-22	Students assigned to an invalid admission status for their grade levels	Reports students enrolled in Grade 6 or below who may not have an Extended Day admission status (MED1 or VED1).	Enrollments > State Reporting Fields > Admission Status	
FATAL-23	Students with incorrect membership status	Reports students whose admission status is MST1 or MED1 who are scheduled for less than 50% of the calendar's total instructional minutes.	Enrollments > State Reporting Fields > Admission Status Schedule > Walk-In Scheduler	PMR FATAL 23 (May 2026)

Rule Number	Rule Name	Description	Location	Logic
FATAL-24	Students with Extended Day status assigned to Standard Day FTE	Reports students who have an Extended Day admission status (MED1 or VED1) who should be assigned to an Extended Day FTE.	Enrollments > State Reporting Fields > Admission Status	
FATAL-25	Students with Standard Day status assigned to Extended Day FTE	Reports students who have a Standard Day admission status (MST1) who should be assigned to a Standard Day FTE.	Enrollments > State Reporting Fields > Admission Status	
FATAL-27	Students with start dates before the start of school	Reports students with an enrollment start date that is before the calendar's first instructional day.	Enrollments > General Enrollment Information > Start Date	
FATAL-28	Students with exit dates before their start dates	Reports students with an enrollment exit date that is before their enrollment start date in the current school year.	Enrollments > General Enrollment Information > End Date	
FATAL-29	Students marked tardy instead of absent 1L/2L	Reports students who are marked tardy when they are absent for more than 50% of the instructional day. This includes only students with an Admission Status of either **MED1L: Member - Extended Day Program** or **MST1: Member - Standard Day Program**.	Student Attendance > Date > Code	PMR FATAL 29 (May 2026)
FATAL-30	Student attendance records without associated codes/excuses	Reports student attendance records that have not been updated with an associated code/excuse.	Student Attendance > Date > Code	

Rule Number	Rule Name	Description	Location	Logic
FATAL-31	Students not rostered on the last instructional day	Reports students who were enrolled and scheduled in an instructional period at some point during the month, but were not scheduled on the last instructional day. This includes only students with an Admission Status of either **MED1L: Member - Extended Day Program** or **MST1: Member - Standard Day Program**.	Enrollments > General Enrollment Information > Start Date, End Date Schedule > Walk-In Scheduler	
FATAL-32	No users with PMR tool rights in the school	Displays a message when no users in the school have tool rights to verify the PMR Extract Submission Tool.	User Account > Tool Rights	

Warning Validations

Rule Number	Rule Name	Description	Location
WARN-01	Students with 10-day rule violations	Reports students who are in violation of the 10-Day Rule.	Student Attendance
WARN-02	Students with an incomplete Transfer Student Records process	Reports students who have an incomplete Records Transfer.	Records Transfer > Status
WARN-03	Kindergarten student with a birthdate before August 31	Reports students in Kindergarten who have a birth date before August 31 of the current school year.	Demographics > Birth Date Enrollments > General Enrollment Information > Grade

Rule Number	Rule Name	Description	Location
WARN-04	Students with Transfer Days Override not equal to zero	Reports students whose Transfer Days Override is not zero.	Enrollments > State Reporting Fields > Year-Round Transfer Days Override
WARN-05	Invalid R2/R3 enrollment code	Reports students who have an enrollment start status of *R2: Transfer within the same LEA* or *R3: Transfer from another LEA* without a prior enrollment for the same year with an entry code of *E1: Initial Enrollment - this year* or *E2: Initial enrollment from non-NC Public School*.	Enrollments > General Enrollment Information > Local Start Status Records Transfer
WARN-06	Students absent on first day of enrollment	Reports students who are marked absent more than 50% of the day on the first instructional day for that enrollment. Students will have attendance codes of *2A: Unexecused Absent, 2B: No Immunization,* and *2C: No Health Assessment*, and an Enrollment Admission Status of *MST1: Member - Standard Day Program* or *MED1: Member - Extended Day Program.*	Student Attendance

Information Validations

Rule Number	Rule Name	Description	Location
INFO-01	Students listed on PMR and no longer enrolled	Reports students initially enrolled with a start status of *E1: Initial Enrollment - this year* who have been withdrawn. Note that no-show students are always excluded from the PMR.	Enrollments > General Enrollment Information > Local Start Status, Local End Status

Rule Number	Rule Name	Description	Location
INFO-02	R1 entries due to enrollment changes	Reports students who have an entry code of *R1: Re-Entry - previous in W1* in the current year, and have a grade level or admission status change within the same year.	Enrollments > General Enrollment Information > Local Start Status
INFO-03	No Shows	Displays enrollments marked as No Show within the calendar year.	Enrollments > General Enrollment Information > No Show
INFO-04	Students who have graduated	Reports students enrolled in Grade 10 or higher who have an exit code of *W4: Early Completer/Midyear Grad* and who have attendance dates during the school year.	Enrollments > General Enrollment Information > Grade, Local End Status
INFO-05	Students with Visitor admission status	Reports students who are assigned an admission status of *VED1: Visitor - Extended Day Program, VST1: Visitor - Standard Day Program/Foreign Exchange Student*, or *VST2: Visitor - Temporary Status*. These students are not counted in PMR calculations.	Enrollments > State Reporting Fields > Admission Status