PMR Data Setup

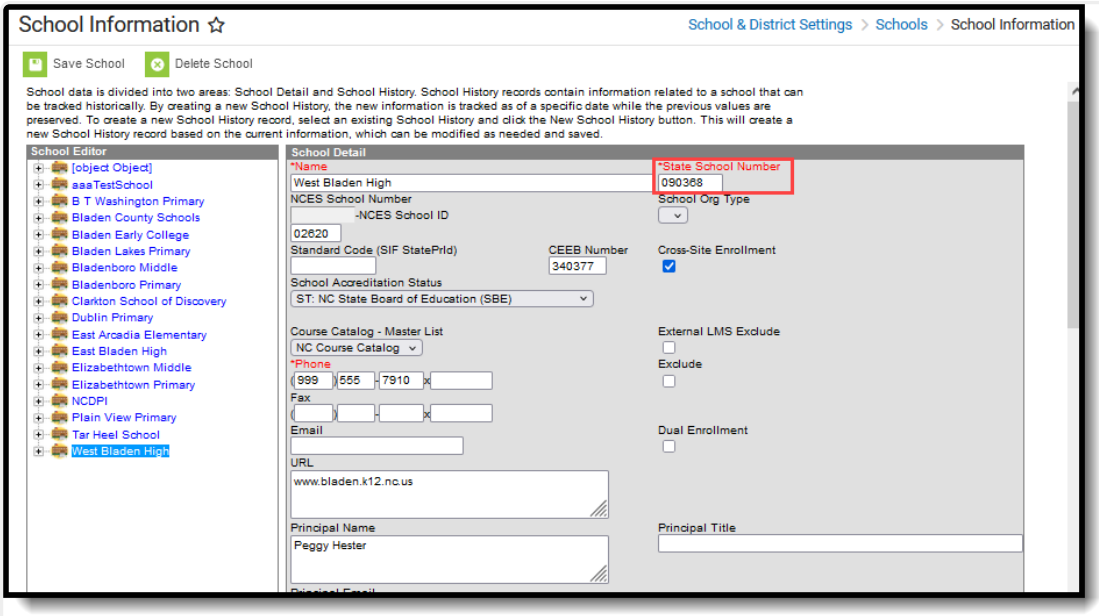
Last Modified on 07/30/2026 8:09 am CDT

Before generating the PMR, verify that the following tools and values are entered.

School Information

The **State School Number** is entered and meets the following requirements:

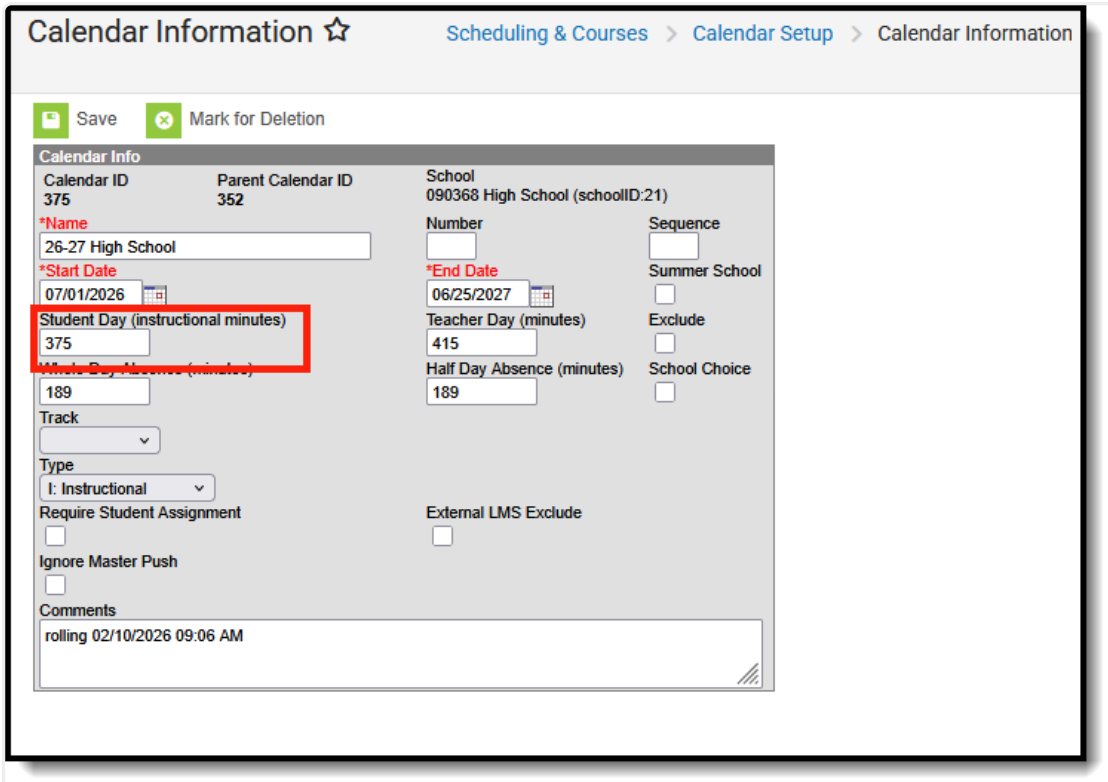
- Six digits in length, where the first three characters are the **State District Number** and the last three digits are a unique school identifier.
- The last three digits must be higher than 300 - 090**365**, 090**385**, etc., - or the third character is a letter - 99**B**378, etc.



School Information - State School Number

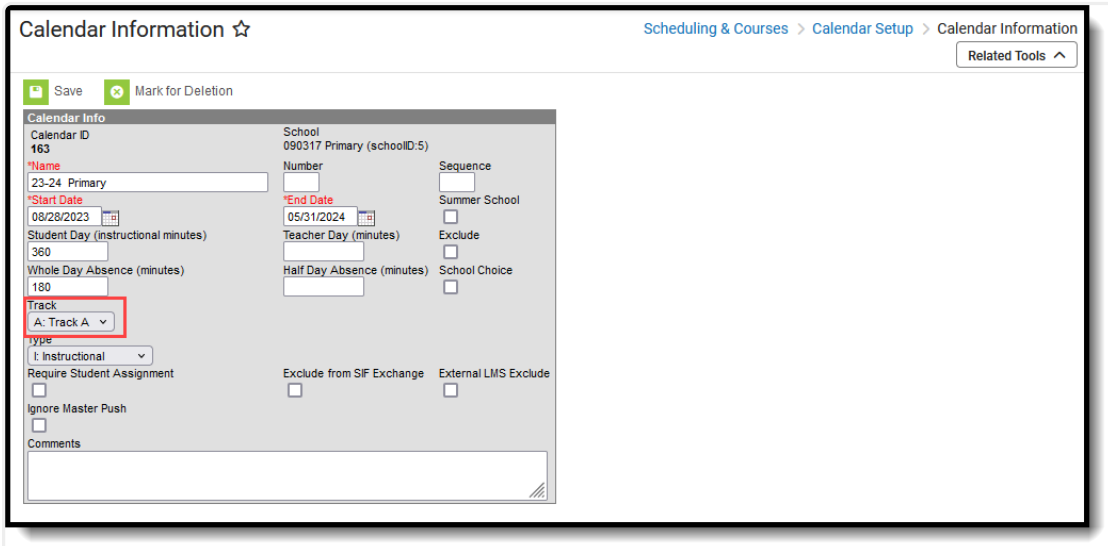
Calendar Information

Verify that the **Student Day (instructional minutes)** field is populated with the number of minutes the student is expected to receive instruction (scheduled into a class) during a regular school day.



Student Day minutes are used in PMR logic to accurately calculate attendance information

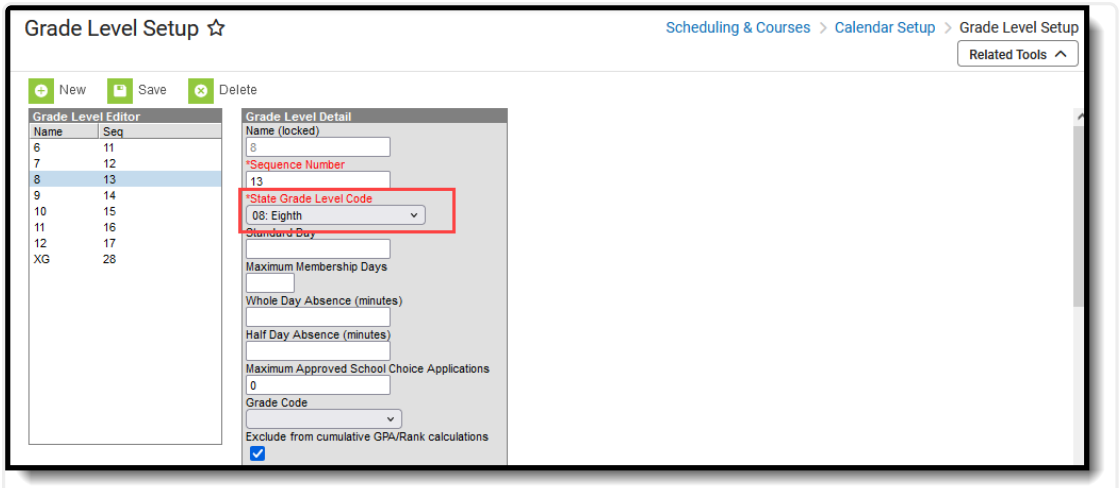
When the school operates using Tracks, the **Track** field on the Calendar must be set for each track. This can be left blank for schools that do not operate using tracks.



Calendar Track Field

Grade Levels

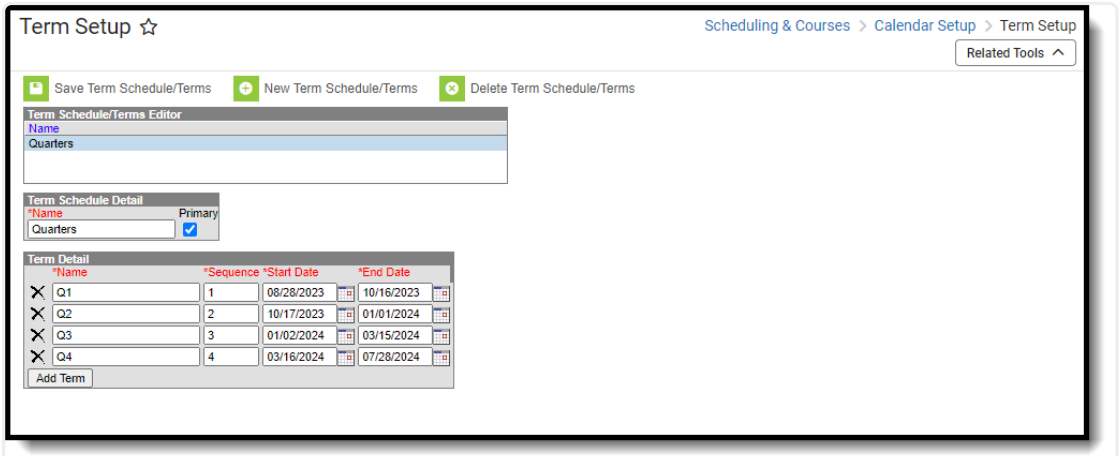
Verify that Grade Levels are configured for the selected calendar AND aligned to the correct State Grade Level Code in Grade Level Setup.



State Grade Level Code Assigned to Grade Levels

Term Setup

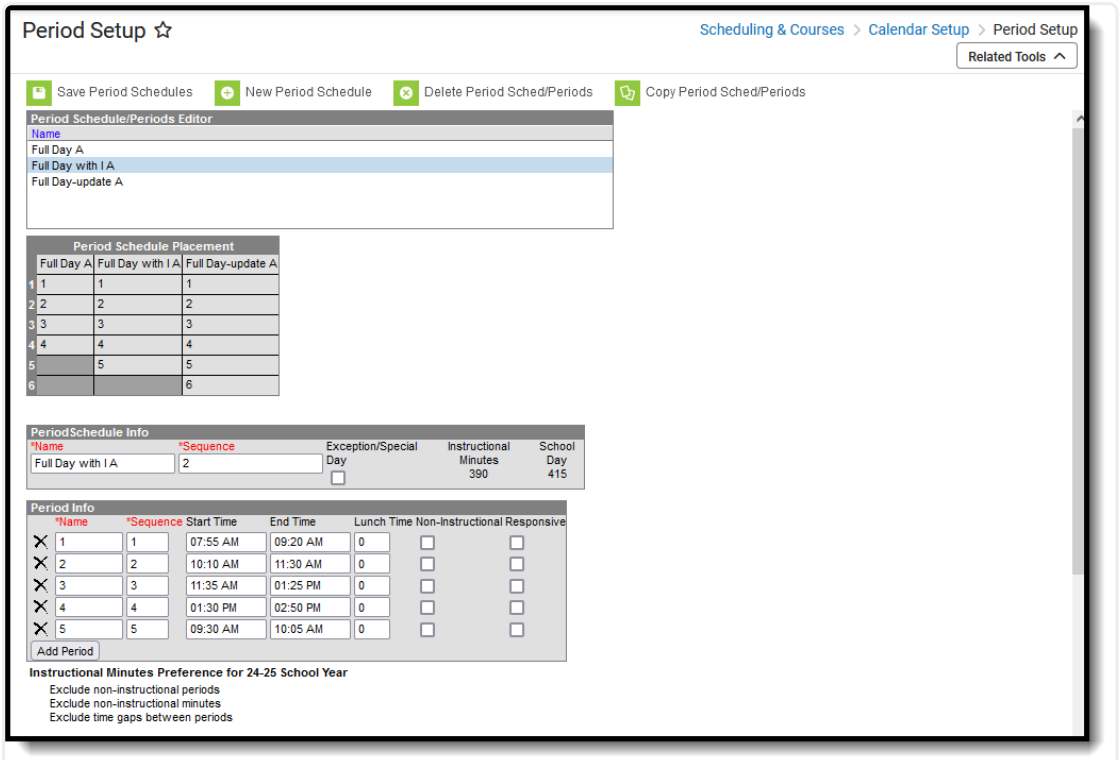
Enter a Term Schedule Name(s) (Trimesters, Quarters, etc.). Each term should include a Sequence, a Start Date, and an End Date.



Term Setup

Period Setup

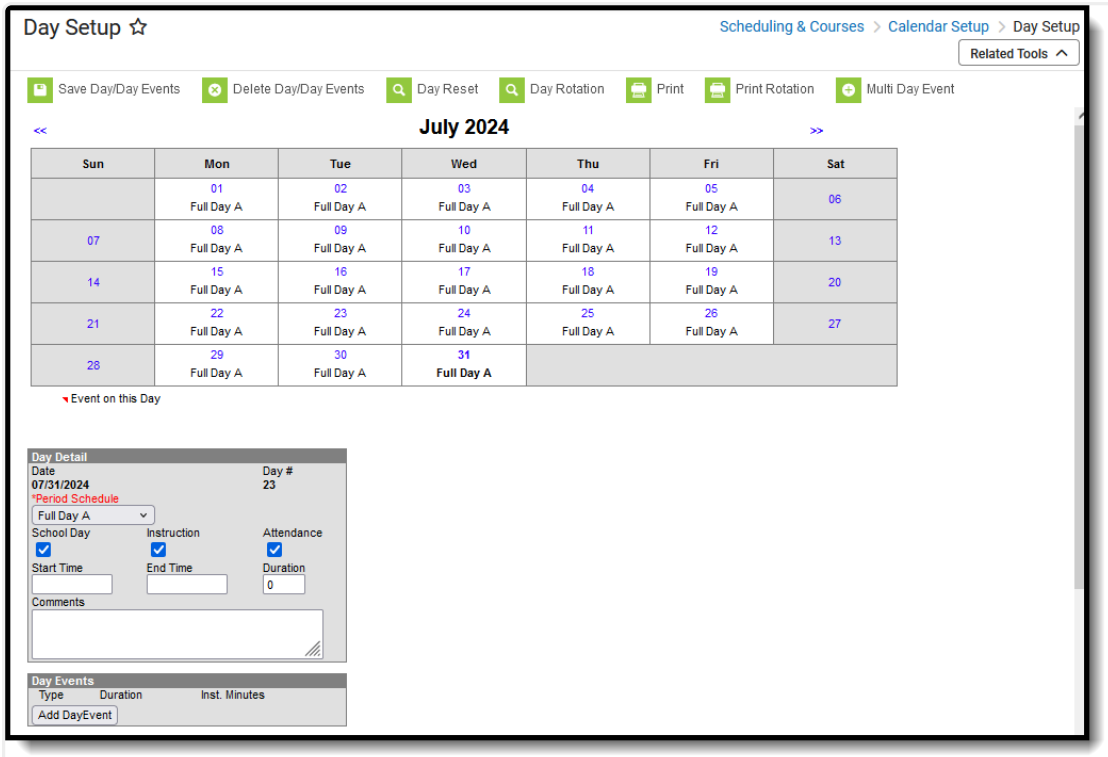
Create **Period Schedules** according to your school's needs (rotating schedules, block scheduling, etc.). Ensure periods are entered with the correct sequences and names for each period in the school day.



Period Setup

Day Setup

Make sure 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**.



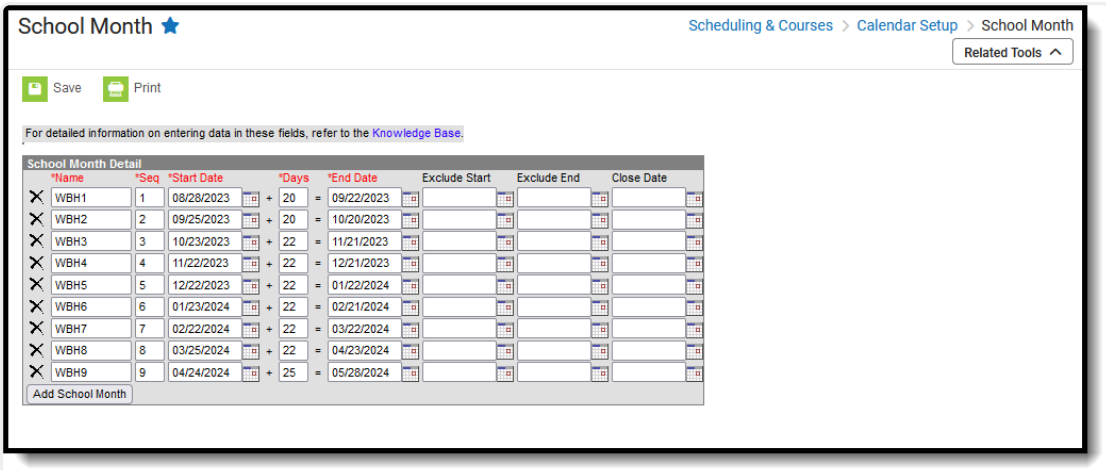
Day Setup

School Months

Create **School Months** according to state requirements:

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

Generating the PMR Reports BEFORE the end of the School Month will give incomplete calculations.

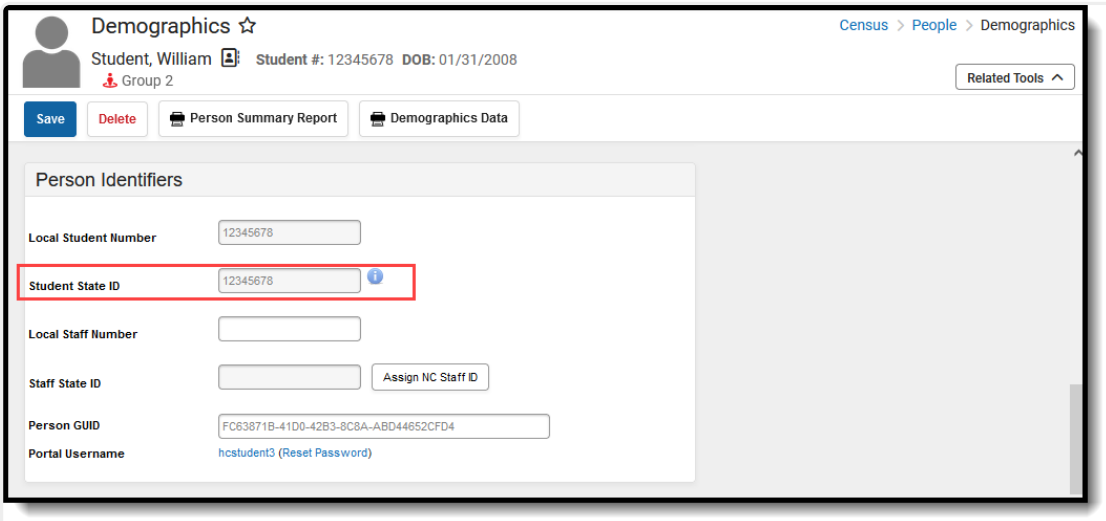


School Months

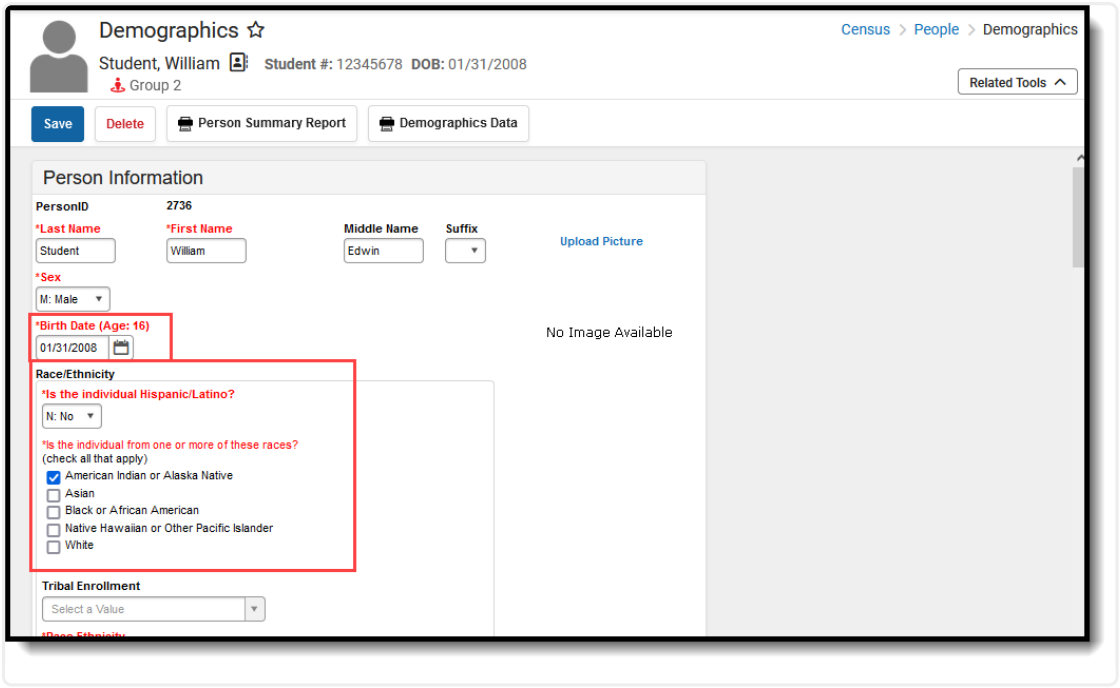
Demographics

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

- Student UID
- Sex
- Race/Ethnicity



Student State ID

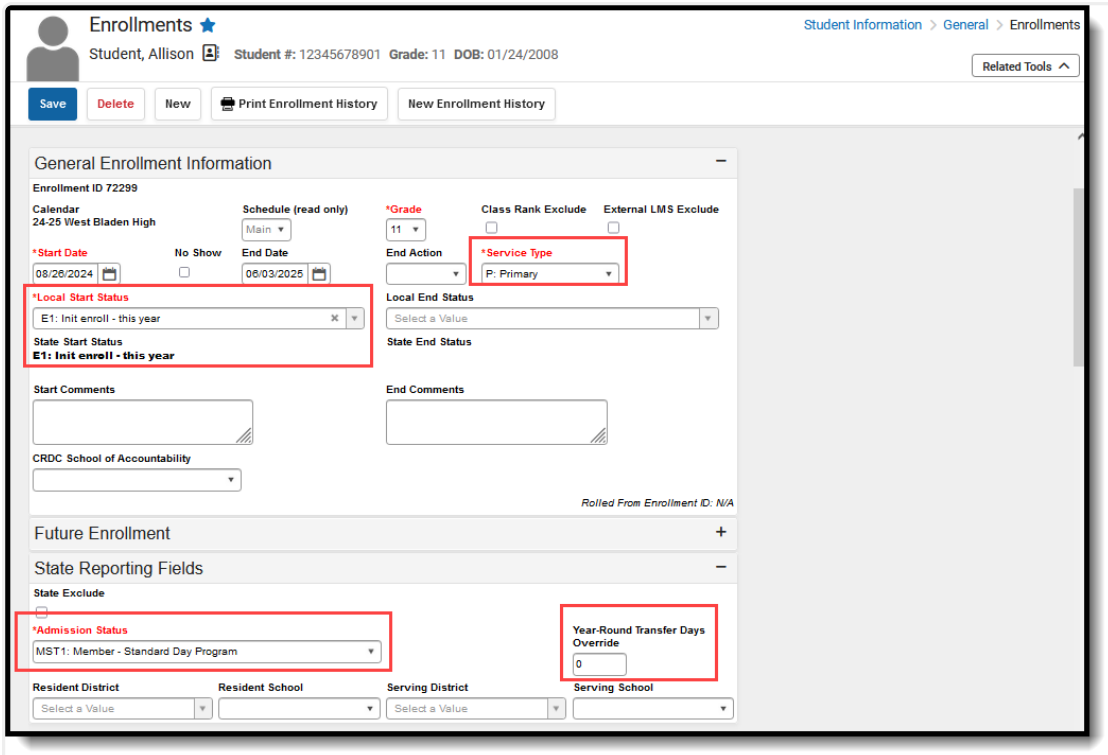


Student Demographics - Sex, Race/Ethnicity Fields

Student Enrollments

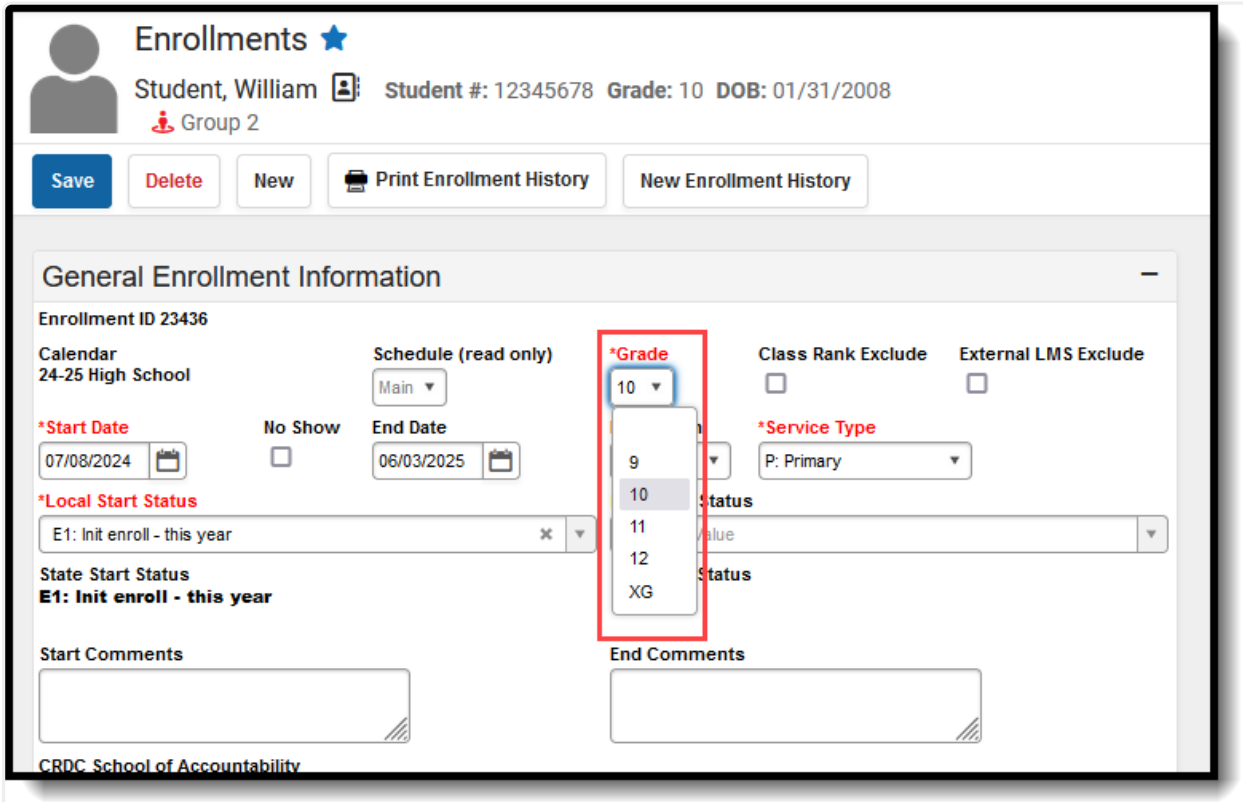
Students must have a **primary** Enrollment record in a school in the active school year AND:

- 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**.
- The **Year-Round Transfer Days Override** may be populated for transfer students.



Student Enrollment Record

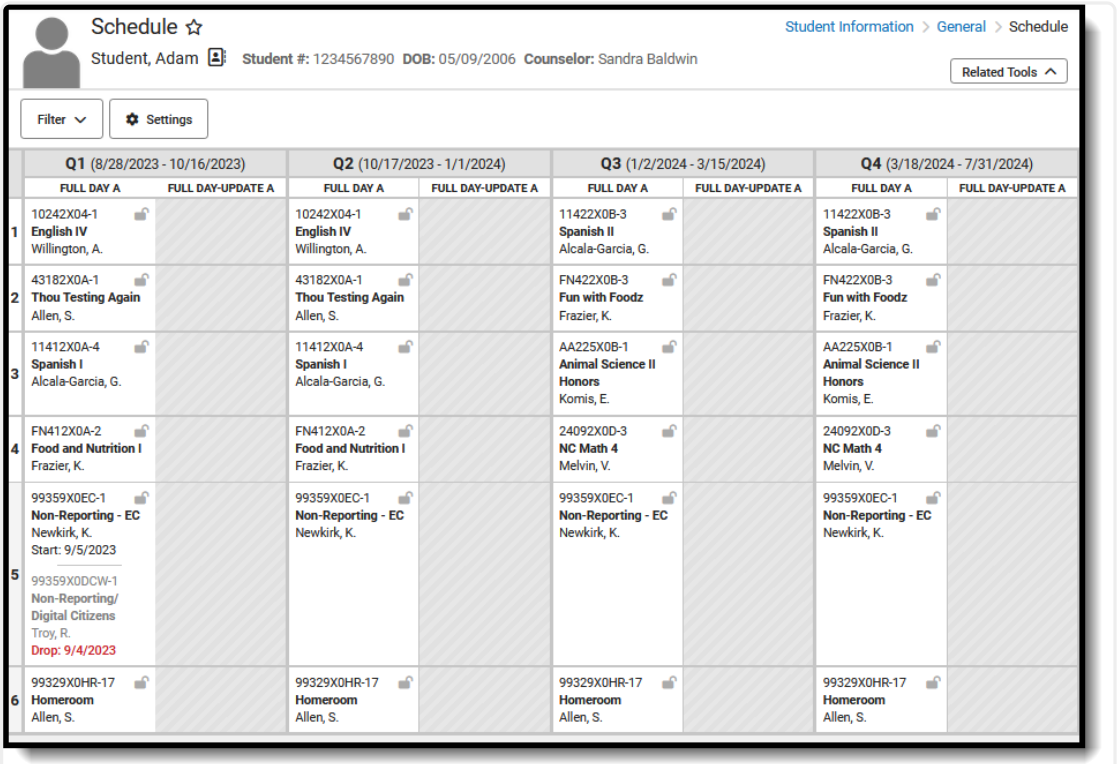
Students must be enrolled in the correct grade level.



Student Information - Grade Level

Student Schedule

Students must have a schedule.

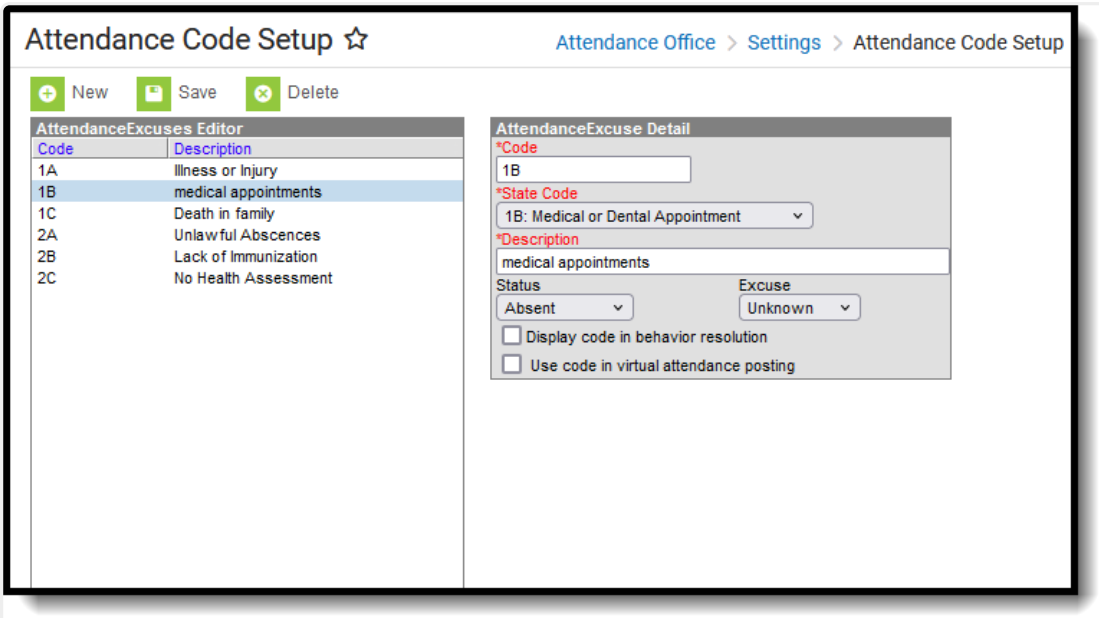


Student Schedule

Attendance Codes

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 associated with an attendance code. The Attendance Office Staff can assign Attendance Codes to teacher-recorded attendance events using various attendance tools.



Attendance Codes