

PMR Data Setup

Last Modified on 06/12/2026 11:17 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

The following fields should be populated with your district's information on the Calendar Information editor:

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

Calendar Information ☆ Scheduling & Courses > Calendar Setup > Calendar Information Related Tools ^

Save Mark for Deletion

Calendar Info

Calendar ID 363	School 090368 West Bladen High (schoolID:15)
*Name 24-25 West Bladen High	Number <input type="text"/> Sequence <input type="text"/>
*Start Date 07/01/2024	*End Date 06/30/2025
Student Day (instructional minutes) 360	Teacher Day (minutes) 360
Whole Day Absence (minutes) 181	Half Day Absence (minutes) 181
Track <input type="text"/>	Summer School <input type="checkbox"/>
Type Instructional	Exclude <input type="checkbox"/>
Require Student Assignment <input type="checkbox"/>	School Choice <input type="checkbox"/>
Ignore Master Push <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
Comments <input style="width: 100%; height: 20px;" type="text"/>	

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 Information ☆ Scheduling & Courses > Calendar Setup > Calendar Information Related Tools ^

Save Mark for Deletion

Calendar Info

Calendar ID 163	School 090317 Primary (schoolID:5)
*Name 23-24 Primary	Number <input type="text"/> Sequence <input type="text"/>
*Start Date 08/28/2023	*End Date 05/31/2024
Student Day (instructional minutes) 360	Teacher Day (minutes) <input type="text"/>
Whole Day Absence (minutes) 180	Half Day Absence (minutes) <input type="text"/>
Track A: Track A	Summer School <input type="checkbox"/>
Type Instructional	Exclude <input type="checkbox"/>
Require Student Assignment <input type="checkbox"/>	School Choice <input type="checkbox"/>
Ignore Master Push <input type="checkbox"/>	Exclude from SIF Exchange <input type="checkbox"/>
External LMS Exclude <input type="checkbox"/>	
Comments <input style="width: 100%; height: 20px;" type="text"/>	

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](#).

Grade Level Setup ☆ Scheduling & Courses > Calendar Setup > Grade Level Setup

Related Tools ^

New Save Delete

Grade Level Editor		Grade Level Detail	
Name	Seq	Name (locked)	
6	11	8	
7	12	*Sequence Number	13
8	13	*State Grade Level Code	08: Eighth
9	14	Standard Day	
10	15	Maximum Membership Days	
11	16	Whole Day Absence (minutes)	
12	17	Half Day Absence (minutes)	
XG	28	Maximum Approved School Choice Applications	0
		Grade Code	
		Exclude from cumulative GPA/Rank calculations	<input checked="" type="checkbox"/>

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 ☆ Scheduling & Courses > Calendar Setup > Term Setup

Related Tools ^

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

*Name Primary

Quarters

*Name	*Sequence	*Start Date	*End Date
X Q1	1	08/28/2023	10/16/2023
X Q2	2	10/17/2023	01/01/2024
X Q3	3	01/02/2024	03/15/2024
X Q4	4	03/16/2024	07/28/2024

Add Term

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 ☆ Scheduling & Courses > Calendar Setup > Period Setup

Related Tools ^

Period Schedule/Periods Editor

Name

Full Day A

Full Day with IA

Full Day-update A

Period Schedule Placement

	Full Day A	Full Day with IA	Full Day-update A
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6		6	

PeriodSchedule Info

Name	Sequence	Exception/Special Day	Instructional Minutes	School Day
Full Day with IA	2	<input type="checkbox"/>	390	415

Period Info

Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1	1	07:55 AM	09:20 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	2	10:10 AM	11:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	3	11:35 AM	01:25 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	4	01:30 PM	02:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 5	5	09:30 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Minutes Preference for 24-25 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

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 ☆ Scheduling & Courses > Calendar Setup > Day Setup

Related Tools ^

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01 Full Day A	02 Full Day A	03 Full Day A	04 Full Day A	05 Full Day A	06
07	08 Full Day A	09 Full Day A	10 Full Day A	11 Full Day A	12 Full Day A	13
14	15 Full Day A	16 Full Day A	17 Full Day A	18 Full Day A	19 Full Day A	20
21	22 Full Day A	23 Full Day A	24 Full Day A	25 Full Day A	26 Full Day A	27
28	29 Full Day A	30 Full Day A	31 Full Day A			

▼ Event on this Day

Day Detail

Date: 07/31/2024 Day #: 23

*Period Schedule: Full Day A

School Day: Instruction: Attendance:

Start Time: End Time: Duration: 0

Comments:

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

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 Month ★ Scheduling & Courses > Calendar Setup > School Month Related Tools ^

For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

School Month Detail								
*Name	*Seq	*Start Date	*Days	*End Date	Exclude Start	Exclude End	Close Date	
X WBH1	1	08/28/2023	+ 20 =	09/22/2023				
X WBH2	2	09/25/2023	+ 20 =	10/20/2023				
X WBH3	3	10/23/2023	+ 22 =	11/21/2023				
X WBH4	4	11/22/2023	+ 22 =	12/21/2023				
X WBH5	5	12/22/2023	+ 22 =	01/22/2024				
X WBH6	6	01/23/2024	+ 22 =	02/21/2024				
X WBH7	7	02/22/2024	+ 22 =	03/22/2024				
X WBH8	8	03/25/2024	+ 22 =	04/23/2024				
X WBH9	9	04/24/2024	+ 25 =	05/28/2024				

School Months

Demographics

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

- Student UID
- Sex
- Race/Ethnicity

Demographics ★ Census > People > Demographics Related Tools ^

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

Person Identifiers

Local Student Number

Student State ID ?

Local Staff Number

Staff State ID

Person GUID

Portal Username [hclstudent3 \(Reset Password\)](#)

Student State ID

Demographics ☆

Student, William Student #: 12345678 DOB: 01/31/2008

Group 2

Census > People > Demographics

Related Tools ^

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 2736

*Last Name	*First Name	Middle Name	Suffix	Upload Picture
Student	William	Edwin	▼	

*Sex
M: Male ▼

*Birth Date (Age: 16)
01/31/2008

No Image Available

Race/Ethnicity

*Is the individual Hispanic/Latino?
N: No ▼

*Is the individual from one or more of these races?
(check all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Tribal Enrollment
Select a Value ▼

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.

Enrollments Student Information > General > Enrollments

Student, Allison Student #: 12345678901 Grade: 11 DOB: 01/24/2008

Save Delete New Print Enrollment History New Enrollment History

General Enrollment Information

Enrollment ID 72289

Calendar 24-25 West Bladen High Schedule (read only) Main

*Start Date 08/26/2024 No Show End Date 08/03/2025

*Grade 11 Class Rank Exclude External LMS Exclude

End Action *Service Type P: Primary

*Local Start Status E1: Init enroll - this year Local End Status Select a Value

State Start Status E1: Init enroll - this year State End Status

Start Comments End Comments

CRDC School of Accountability

Rolled From Enrollment ID: N/A

Future Enrollment

State Reporting Fields

State Exclude

*Admission Status MST1: Member - Standard Day Program

Year-Round Transfer Days Override 0

Resident District Resident School Serving District Serving School

Student Enrollment Record

Students must be enrolled in the correct grade level.

Enrollments Student Information > General > Enrollments

Student, William Student #: 12345678 Grade: 10 DOB: 01/31/2008

Group 2

Save Delete New Print Enrollment History New Enrollment History

General Enrollment Information

Enrollment ID 23436

Calendar 24-25 High School Schedule (read only) Main

*Start Date 07/08/2024 No Show End Date 06/03/2025

*Grade 10 Class Rank Exclude External LMS Exclude

End Action *Service Type P: Primary

*Local Start Status E1: Init enroll - this year Local End Status Select a Value

State Start Status E1: Init enroll - this year State End Status

Start Comments End Comments

CRDC School of Accountability

Student Information - Grade Level

Student Schedule

Students must have a schedule.

Schedule ☆

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

[Student Information](#) > [General](#) > [Schedule](#)

Related Tools ^

Filter ▾

Settings ⚙️

	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	FULL DAY A	FULL DAY-UPDATE A	FULL DAY A	FULL DAY-UPDATE A
1	10242X04-1 English IV Wilmington, A.		10242X04-1 English IV Wilmington, A.		11422X0B-3 Spanish II Alcala-Garcia, G.		11422X0B-3 Spanish II Alcala-Garcia, G.	
2	43182X0A-1 Thou Testing Again Allen, S.		43182X0A-1 Thou Testing Again Allen, S.		FN422X0B-3 Fun with Foodz Frazier, K.		FN422X0B-3 Fun with Foodz Frazier, K.	
3	11412X0A-4 Spanish I Alcala-Garcia, G.		11412X0A-4 Spanish I Alcala-Garcia, G.		AA225X0B-1 Animal Science II Honors Komis, E.		AA225X0B-1 Animal Science II Honors Komis, E.	
4	FN412X0A-2 Food and Nutrition I Frazier, K.		FN412X0A-2 Food and Nutrition I Frazier, K.		24092X0D-3 NC Math 4 Melvin, V.		24092X0D-3 NC Math 4 Melvin, V.	
5	99359X0EC-1 Non-Reporting - EC Newkirk, K. Start: 9/5/2023		99359X0EC-1 Non-Reporting - EC Newkirk, K.		99359X0EC-1 Non-Reporting - EC Newkirk, K.		99359X0EC-1 Non-Reporting - EC Newkirk, K.	
6	99329X0HR-17 Homeroom Allen, S.		99329X0HR-17 Homeroom Allen, S.		99329X0HR-17 Homeroom Allen, S.		99329X0HR-17 Homeroom Allen, S.	

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 Code Setup ☆

Attendance Office > Settings > Attendance Code Setup

+ New
Save
Delete

AttendanceExcuses Editor		AttendanceExcuse Detail	
Code	Description	*Code	
1A	Illness or Injury	1B	
1B	medical appointments	*State Code	1B: Medical or Dental Appointment
1C	Death in family	*Description	medical appointments
2A	Unlawful Absences	Status	Excuse
2B	Lack of Immunization	Absent	Unknown
2C	No Health Assessment	<input type="checkbox"/> Display code in behavior resolution	<input type="checkbox"/> Use code in virtual attendance posting

Attendance Codes