# Checklist for generating the PMR

Last Modified on 10/23/2026 3:21 pm CDT

The following checklist is for generating the NC Principal's Monthly Report.

For detailed information on the PMR, see the NC Principal's Monthly Report article.

| Done | Task |
|---|---|
| | Review the PMR Data Setup article to ensure all necessary information has been set up. |
| | Assign tool rights to those who will be generating the PMR. |
| | Use the Data Validation tool to run PMR Validations for the school month. |
| | Modify the data based on the validations triggered by the **FATALs, WARNs,** and **INFOs**. |
| | Review the **PMR Day Detail** report. Review and modify the data as needed. |
| | Review the **PMR Month Summary** report. Review and modify the data as needed. |
| | Review the **Student Not Included** report. Review and modify the data as needed. |
| | Review the **ADA Summary** report. Review and modify the data as needed. |
| | Review the **ADM Summary** report. Review and modify the data as needed. |
| | Narrow issues returned in the ADA Summary and ADM Summary by reviewing the **Student Day Detail** report. |
| | Rerun the **Data Validations** for the school month. Modify the data as needed. |
| | When no more FATAL Data validations are triggered, and no data is listed in the WARN or INFO validations that are not expected, generate the **PMR Summary** report. |