

Principal's Monthly Report (PMR)

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Principal's Monthly Report (PMR)

The Principal's Monthly Report contains a series of reports that are calculated during 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 level. Information regarding the PMR requirements can be found in the [SASA Manual](#).



Please use the [NC Principal's Monthly Report Extract | Infinite Campus](#) article for detailed information on generating, reviewing and submitting the PMR Extract.

The information below will help users with reviewing and correcting data from the Fatal, Warning, and Info PMR validation reports. Validation reports and steps to correct will be updated periodically as more information is discovered. Please note that the PMR Extract reports (Summary, Detail, etc.) cannot be reviewed until all Fatal Validations are cleared.



Validation reports are not constrained to the date range of any school months when validating. The validation reports look at all information up to the generation of the report. The only exceptions are the validations that review attendance and schedules which include all dates up to the day before the validation report is generated.

[Fatal Validations](#) | [Warning Validations](#) | [Info Validations](#)

Fatal Validations

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All fatal validations must be cleared before the school month extract reports are available.

Use the table below to work through fatal validations.

Fatal Rule	Description	Steps to Correct
Fatal-01 Students with invalid or unofficial student numbers	Students whose student state ID is a number with more than 10 digits or is less than 30000.	<ul style="list-style-type: none"> • Navigate to Student UID System and search for the student to verify that NCSIS has the correct UID value. • Take note of any potential duplicate UIDs as well. • Submit a ticket to NCDPI (Service Now) to request the UID be corrected and/or duplicates merged.
Fatal-02 Students missing valid race and/or ethnicity code	Students who do not have a race and/or ethnicity selected.	<ul style="list-style-type: none"> • Search for the student. • Navigate to Census > People > Demographics. • Locate the Race/Ethnicity section. • Click Edit to expand all fields and choose the correct race/ethnicity. • Click Save.
Fatal-03 Students missing valid sex code	Students who do not have a valid sex selected.	<ul style="list-style-type: none"> • Search for the student. • Navigate to Census > People > Demographics. • Locate the Sex field. • Choose the correct sex from the dropdown. • Click Save.
Fatal-04 Students enrolled in invalid grade	Students whose grade level is not offered on the enrolled calendar.	<ul style="list-style-type: none"> • Search for the student. • Navigate to Student Information > General > Enrollments. • Click on the enrollment record to correct. • Locate the grade field. • Choose the correct grade in the dropdown. • Click Save.
Fatal-05 Students not assigned to a valid track	Students enrolled in a track school who do not have a valid track selected.	<p>Track information is set in Calendar Information. Any student that is enrolled in the correct calendar will have a track.</p>
Fatal-06 Students with no schedule	Students who have a current active enrollment but are not scheduled for any classes.	<ul style="list-style-type: none"> • Search the student. • Navigate to Student Information > General > Schedule > Walk-in Scheduler. • Add sections to the student schedule.

Fatal Rule	Description	Steps to Correct
<p>Fatal-07 Enrollments marked State Exclude</p>	<p>Students with enrollments marked State Exclude.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record and locate the <i>State Reporting Fields</i>. • If the student should be included in state reporting, uncheck the State Exclude checkbox. • Click Save.
<p>Fatal-08 Students whose membership days exceed the number of days in reporting interval</p>	<p>Students whose membership days exceed the number of days that exist in the current school's reporting interval.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record. • Locate the <i>State Reporting Fields</i>. • Enter the number of days that a student spent in another school during this school month. • Click Save.
<p>Fatal-09 Students with overlapping primary enrollments in the PSU</p>	<p>Students with overlapping primary enrollments at different schools within the same PSU.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record for the current school. • Verify that the start date and local start status are correct. • Update the start date and/or local start status to reflect the student's correct enrollment details. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>Fatal-10 Students with multiple matching enrollment records</p>	<p>Students who have one or more identical enrollment records (matching school number, entry date, and exit date within the current school).</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on one of the duplicate enrollment records. • Check the information for the record. • Click on the other duplicate enrollment record. • Check if the information is exactly the same as the previously clicked enrollment record. • If both records are identical, delete one of the enrollment records.
<p>Fatal-11 Students with missing enrollment start status</p>	<p>Students with blank start statuses.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record that is missing the start status. • Locate the <i>General Enrollment Information</i> section and the Local Start Status field. • Update the local start status based on the student's current year entry status. Refer to the SASA Manual for further guidance on Enrollment Codes. • Click Save.
<p>Fatal-12 Students with invalid enrollment end status</p>	<p>Students who have an end status that is not mapped to a state code.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record. • Locate the <i>General Enrollment Information</i> section and the Local End Status field. • Update the local end status based on the student's current year exit status. Refer to the SASA Manual for further guidance on Withdrawal Codes. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>Fatal-13 Students with multiple E1 entries in the same school year</p>	<p>Students who have 2 or more enrollments coded E1 anywhere within the same school year.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Review the current year enrollment records to determine which record should remain E1 and which record should be corrected. • Click on the enrollment record that should be corrected. • Locate the <i>General Enrollment Information</i> section and the Local Start Status field. • Update the local start status based on the student's current school entry status. Refer to the SASA Manual for further guidance on Enrollment Codes. • Click Save.
<p>Fatal-14 Students with multiple E2 entries in the same school year</p>	<p>Students who have 2 or more enrollments coded E2 anywhere within the same school year.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Review the current year enrollment records to determine which record should remain E2 and which record should be corrected. • Click on the enrollment record that should be corrected. • Locate the <i>General Enrollment Information</i> section and the Local Start Status field. • Update the local start status based on the student's current school entry status. Refer to the SASA Manual for further guidance on Enrollment Codes. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>Fatal-15 Invalid R1/R5/R6 enrollment code</p>	<p>Students with an enrollment start status of R1/R5/R6 without a prior enrollment for the same year with an entry code of E1/E2.</p>	<p>Steps to Correct Option 1:</p> <ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Review the enrollment records to determine when the previous enrollment occurred. • If there is an existing enrollment record in the current year at the same school with no local end status or end date, then click on the enrollment record. • Add the local end status and end date. • Click Save. <p>Steps to Correct Option 2:</p> <ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Review the enrollment records to determine when the previous enrollment occurred. • If no enrollment record exists, create an enrollment history by clicking on New Enrollment History. • Enter the Calendar Name, Grade, Start Date, End Date, Service Type, Local Start Status (which should be E1/E2) and Local End Status. • Click Save to create the historical enrollment. • Click on the newly created enrollment record and add an Admission Status. • Click Save.
<p>Fatal-17 Graduated students in a grade level ineligible for graduation</p>	<p>Students in a grade level < 10 with an exit code of W4.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record containing the W4 local end status. • Update the local end status based on the student's current year exit status. Refer to the SASA Manual for further guidance on Withdrawal Codes. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>FATAL-18 School with instructional days after June 30</p>	<p>Display calendars with end date >= 7/1.</p>	<ul style="list-style-type: none"> • Navigate to <i>Scheduling & Courses > Calendar Setup > Day Setup</i>. • Locate the days that are past June 30th. • Click on a day past June 30th. • Uncheck the School Day, Instruction, and Attendance checkboxes. • Click Save Day/Day Events. • Repeat for each day past June 30th.
<p>FATAL-19 Calendar not configured</p>	<p>Display calendars whose Student Day, Whole Day Absence, or Teacher Day is null.</p>	<ul style="list-style-type: none"> • Navigate to <i>Scheduling & Courses > Calendar Setup > Day Setup</i>. • Set up the days for instruction. Use the Day Setup Infinite Campus article for information on setting up the days. • If updating days manually, click Save Day/Day Events when finished with each day.
<p>FATAL-20 Reporting intervals incorrectly configured</p>	<p>The reporting calendar must have 9 intervals. Reporting intervals 1 and 2 must be exactly 20 days. Reporting intervals 3 through 9 must be 16-26 days.</p>	<ul style="list-style-type: none"> • Navigate to <i>Scheduling & Courses > Calendar Setup > School Month</i>. • Refer to the School Months (North Carolina) Infinite Campus article to setup the required school months. • Ensure Months 1 & 2 have 20 days and each month following have between 16-26 days.
<p>FATAL-21 Students missing admission status</p>	<p>Students who do not have an admission status selected.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record. • Locate the <i>State Reporting Fields</i> section. • Add the Admission Status. Refer to the SASA Manual for further guidance on Admission Status codes. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>FATAL-22 Students assigned to an invalid admission status for their grade levels</p>	<p>Students in grade levels < 6 may not have an Extended Day admission status (MED1 or VED1).</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record. • Locate the <i>State Reporting Fields</i> section. • Update the Admission Status. Refer to the SASA Manual for further guidance on Admission Status codes. • Click Save.
<p>FATAL-23 Students with incorrect membership status</p>	<p>Students whose admission status is MST1 or MED1 who are scheduled for less than 50% of the calendar's total instructional minutes.</p>	<p>Steps to Correct Option 1:</p> <ul style="list-style-type: none"> • Search the student. • If the student correctly schedule for less than 50% of the instructional minutes, navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record. • Locate the <i>State Reporting Fields</i> section. • Update the Admission Status to VST1 or VED1. Refer to the SASA Manual for further guidance on Admission Status codes. • Click Save. <p>Steps to Correct Option 2:</p> <ul style="list-style-type: none"> • Search the student. • If the student does not have the correct schedule and should be scheduled for more than 50% of the instructional minutes, navigate to <i>Student Information > General > Schedule > Walk-in Scheduler</i>. • Add sections to the student schedule.
<p>FATAL-24 Students with Extended Day status assigned to Standard Day FTE</p>	<p>Students with an Extended Day admission status (MED1 or VED1) should be assigned to an Extended Day FTE.</p>	<ul style="list-style-type: none"> • Students in grade levels less than 6th may not have an Extended Day admission status. • Search the student. • Click on the enrollment record. • Locate the <i>State Reporting Fields</i> section. Update the Admission Status to a Standard Day code (MST1 or VST1). Refer to the SASA Manual for further guidance on Admission Status codes. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>FATAL-25 Students with Standard Day status assigned to Extended Day FTE</p>	<p>Students with a Standard Day admission status (MST1) should be assigned to a Standard Day FTE.</p>	<ul style="list-style-type: none"> • Students in a track school may not have an Extended Day admission status. • Search the student. • Click on the enrollment record. • Locate the <i>State Reporting Fields</i> section. Update the Admission Status to a Standard Day code (MST1 or VST1) . Refer to the SASA Manual for further guidance on Admission Status codes. • Click Save.
<p>FATAL-26 Students absent on first day of enrollment</p>	<p>Students who are marked absent more than 50% of the day on first instructional day for that enrollment.</p>	<p><u>Steps to Correct Option 1:</u></p> <ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Attendance</i>. • If the student was <u>present</u> for more than 50% of their first instructional day. <ul style="list-style-type: none"> ◦ Click on the attendance record occurring on the student's first day of enrollment. ◦ Update the attendance code to the correct tardy code. ◦ Update the present minutes to the number of minutes the student was present. ◦ Click Save. <p><u>Steps to Correct Option 2:</u></p> <ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Attendance</i>. • If the attendance record is incorrect and the student was present for the full day. <ul style="list-style-type: none"> ◦ Click on the attendance record occurring on the student's first day of enrollment. ◦ Change the attendance code to be blank. ◦ Clear any present minutes. ◦ Click Save. <p><u>Steps to Correct Option 2:</u></p> <ul style="list-style-type: none"> • Search the student.

Fatal Rule	Description	Steps to Correct <i>Student Information > General > Attendance.</i>
		<ul style="list-style-type: none"> • If the student was <u>absent</u> for more than 50% of their first instructional day. <ul style="list-style-type: none"> ◦ Click on the attendance record occurring on the student's first day of instruction. ◦ Change the attendance code to be blank. ◦ Remove any present minutes. ◦ Click Save. • Then navigate to <i>Student Information > General Enrollments.</i> <ul style="list-style-type: none"> ◦ Click on the current enrollment. ◦ Update the start date to be the first day the student attended more than 50% of the instructional day. ◦ Click Save. • Then navigate to <i>Student Information > General > Schedule > Walk-in Scheduler.</i> <ul style="list-style-type: none"> ◦ Click on each section scheduled. ◦ Update the start date of each section to be the same date as the enrollment date. ◦ Click Close after updating the sections.
<p>FATAL-27 Students with start dates before the start of school</p>	<p>Students whose start date is before the calendar's first instructional day.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General Enrollments.</i> • Click on the current enrollment record. • Update the start date to be the first day the student attended more than 50% of the instructional day. • Click Save.
<p>FATAL-28 Students with exit dates before their start dates</p>	<p>Students whose exit date is before their entry date in the current school year.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments.</i> • Click on the current enrollment record. • Update the end date to be the same as the start date or after the start date. • Click Save.

Fatal Rule	Description	Steps to Correct
<p>FATAL-29 Students marked tardy instead of absent 1L/2L</p>	<p>Students who are marked tardy when they are absent for more than 50% of the instructional day.</p>	<p>Steps to Correct Option 1:</p> <ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Attendance</i>. • Click on the attendance record listed in the validation report. • If the student was tardy to school with present minutes occurring <u>more than</u> 50% of the instructional day: <ul style="list-style-type: none"> ◦ Leave the tardy attendance code. ◦ Update the present minutes to be the instructional minutes the student attended. • Click Save. <p>Steps to Correct Option 2:</p> <ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Attendance</i>. • Click on the attendance record listed in the validation report. • If the student's present minutes were <u>less than</u> 50% of the instructional day: <ul style="list-style-type: none"> ◦ Update the attendance code to an absence code. Refer to the SASA Manual for further guidance on attendance codes. • Click Save.
<p>FATAL-30 Student attendance records without associated codes/excuses</p>	<p>Student attendance records that have not been updated with an associated code/excuse.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Attendance</i>. • Click on the attendance record listed in the validation report. • Update the attendance code. Refer to the SASA Manual for further guidance on attendance codes. • Click Save.

Fatal Rule	Description	Steps to Correct
FATAL-31 Students not rostered on last instructional day	Student was enrolled and rostered in an instructional period at some point during the month, but was not rostered on the last instructional day.	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Verify the student enrollment dates are correct. • Navigate to <i>Student Information > General > Schedule > Walk-in Scheduler</i>. • If the section start and end dates do not match the student's enrollment start and end dates (with the exception of blank start dates), then click on the section and update the dates to match the enrollment start and end dates (with the exception of blank start dates). • Click Save if updating any section dates.
FATAL-32 No users with PMR tool rights in school	Display a message if no users for school have tool rights to verify PMR for that school.	<ul style="list-style-type: none"> • Search the User. • Navigate to <i>User Management > User Account Administration > User Account</i>. • Locate the Individual Tool Rights section and expand. • Click Modify Tool Rights. • Locate the <i>NC State Reporting</i> tool section and expand. • Select Read, Write, Add for the <i>NC PMR Extract Submission</i> tool. • Click Update. <p><i>*Note only one user is required to have this tool right per school.</i></p>

Warning Validations

Navigation: Menu > Student Information > Reporting > Data Validation > Data Validation Reports > PMR Validations Warning

Warning validations do not have to be cleared to review the PMR extract reports, but the information should be verified and corrected if not valid.

Use the table below to work through warning validations.

Warning Rule	Description	Steps to Correct
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Warning Rule	Description	Steps to Correct
<p>WARN-01 Students with 10-day rule violations</p>	<p>Students in violation of the 10 Day Rule.</p>	<ul style="list-style-type: none"> • Refer to the SASA Manual for guidance on the 10 Day Rule. • Search the student. • Navigate to Student Information > General > Attendance. • Review the student's attendance information • If the student has 10 consecutive days of absences and the student is above compulsory age, the student may be withdrawn. • Follow the Student End Enrollment Checklist for steps to withdraw including any local procedures. • If the student is of compulsory age, follow local procedures to work with the student.
<p>WARN-02 Students with an incomplete Transfer Student Records process</p>	<p>Ensure the Transfer Student Records process has been completed for each student in the PMR interval.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to Student Information > General > Records Transfer. • Review the status of the transfer request. • If the request shows as an error and it is confirmed the student was in a previous school using Infinite Campus, choose to submit a New State Transfer Request or New National Transfer Request. • If the status is still waiting, contact the previous school to check status for release. • Refer to the Records Transfer Infinite Campus for more information about records transfer. • If the student does not have a previous Infinite Campus school, no further steps are needed.

Warning Rule	Description	Steps to Correct
<p>WARN-03 Kindergarten student with birthdate before August 31</p>	<p>Students whose grade = kg and birthdate before 8/31 of the current school year.</p>	<ul style="list-style-type: none"> • Refer to the SASA Manual for further guidance on age requirements for enrolling. • Search the student. • Verify the student is enrolled in the correct grade or that the enrollment is correct. • If the student is enrolled correctly, no further steps are needed. • If the student is enrolled in the incorrect grade, navigate to <i>Student Information > General > Enrollments</i>. • Click on the enrollment record. • Locate the <i>General Enrollment Information</i> and the Grade field. • Select the correct grade from the dropdown. • Click Save.
<p>WARN-04 Students with Transfer Days Override not equal to zero</p>	<p>Students whose Transfer Days Override is not equal to 0.</p>	<ul style="list-style-type: none"> • Search the student. • Navigate to <i>Student Information > General > Enrollments</i>. • Click on the current enrollment record. • Locate the <i>State Reporting Fields</i> and the <i>Year-Round Transfer Days Override</i> field. • Review days in the days override field and confirm they are correct. <ul style="list-style-type: none"> ◦ The days should be the number of days that a student spent in another school during this school month. ◦ The number entered will remove that many days off the top of the current school's enrollment, since the student has been counted somewhere else for that number of days. • If the number is correct, no further steps are needed. • If the number is not correct, update the number to the correct days. <ul style="list-style-type: none"> ◦ Click Save.

Warning Rule	Description	Steps to Correct
WARN-05 Invalid R2/R3 enrollment code	Students with an entry code of R2/R3 without a prior enrollment for the same year with an entry code of E1/E2.	<ul style="list-style-type: none"> Refer to the SASA Manual for further guidance on entry codes. Search the student. Navigate to <i>Student Information > General > Enrollments</i>. If the student was in another school using Infinite Campus, but the record is not transferred, navigate to <i>Student Information > General > Records Transfer</i>. Submit a New State Transfer Request or New National Transfer Request. Refer to the Records Transfer Infinite Campus for more information about records transfer. If the student was in another school in NC not using Infinite Campus, but it is confirmed there is an E1/E2 enrollment record for the previous school, then no further steps are needed.

Info Validations

Navigation: *Menu > Student Information > Reporting > Data Validation > Data Validation Reports > PMR Validations Info*

Info validations do not have to be cleared to review the PMR extract reports, but the information should be verified and corrected if not valid.

Use the table below to review info validations.

Info Rule	Description	Steps to Correct
INFO-01 Students listed on PMR and no longer enrolled	Students initially enrolled with an E1 entry code who have been withdrawn. Note that no-show students are always excluded from the PMR.	<ul style="list-style-type: none"> Any student with an E1/E2 code and a local end status having attendance dates during the current school year will be listed on this validation. Review the information and verify students are listed correctly. No steps are required for this validation.

Info Rule	Description	Steps to Correct
INFO-02 R1 entries due to enrollment changes	Students who have an entry code of R1 in the current year and have a grade level or admission status change within the same year.	<ul style="list-style-type: none"> • Students with an enrollment of R1 will display on this validation. • Review the information and verify students are listed correctly. • No steps are required for this validation.
INFO-03 No Shows	Display Enrollments marked No Show.	<ul style="list-style-type: none"> • Students that have a No Show enrollment with dates within the calendar year will display on this validation. • No Show enrollments occurring outside of the calendar year will not display on this validation. • Review the information and verify students are listed correctly. • No steps are required for this validation.
INFO-04 Students who have graduated	Students in grade level >= 10 with an exit code of W4.	<ul style="list-style-type: none"> • Students that are in grade 10 or higher having attendance dates during the school year with a local end status of W4 display on this validation. • Review the information and verify students are listed correctly. • No steps are required for this validation.
INFO-05 Students with Visitor admission status	Students whose admission status begins with "V."	<ul style="list-style-type: none"> • Students that have an Admission Status Code of VST1, VST2, or VED1 for an enrollment record during the school year will display on this validation. • These students will not be counting in PMR calculations. • Review the information and verify students are listed correctly. • No steps are required for this validation.