

# PMR Submission Verification Process

02/03/2026 6:17 pm EST



See the **PMR Validation Review** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-validation-review>) article for guidance on clearing fatal validations and reviewing warning and informational validations.



See the **NC Principal's Monthly Report Extract | Infinite Campus** (<https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract>) article for more details on the PMR Extract report.

## PMR Submission Verification Process

After PMR Validation FATALS are cleared, navigate to *Reporting > NC State Reporting > NC PMR Extract* .

Complete the following steps in the exact order below to submit the PMR Extract. All steps must be completed by the same person using the same login.

1. Clear Fatal Validations (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-validation-review>)
2. Generate the Extract
3. Review the Extract
4. Submit Verification

### Generate the Extract

1. Setup > **Select School & Calendar**

Set Up

Search Calendars Show Active Year Only

Find Schools & Calendars  ON

Expand All Collapse All

▼  24-25  School Name

2. Report Options

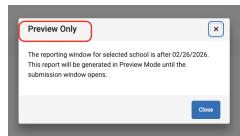
- a. Extract Type = **PMR Summary**
- b. School Month Sequence = **Choose the applicable school month**

The screenshot shows the 'NC PMR Extract' interface. In the 'Output Options' section, 'PMR Summary' is selected in the 'Extract Type' dropdown, and '1' is selected in the 'School Month Sequence' dropdown. Under 'Report Processing', 'Submit to Batch Queue' is selected. In the 'Format Type' dropdown, 'HTML' is selected. The 'Batch Queue Results' section shows a table with one item: 'PMRSummary' queued at 10/18/2024 1:34:46 PM with a 'COMPLETED' status. A red box highlights the 'Generate' button at the bottom of the page.

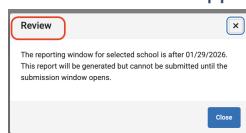
- If there are Fatal Validations, the PMR Extract will **not** generate and a message box similar to the one below will appear.



- If the PMR Extract is being generated **before** the review window opens, which begins the first instructional day after PMR month ends and is open for 10 instructional days, a message box similar to the one below will appear. Close the box.



- If the PMR Extract is being generated **during** the review window but before the submit window is open, which begins the first calendar day after the review window and is open for 5 calendar days, a message box similar to the one below will appear. Close the box.



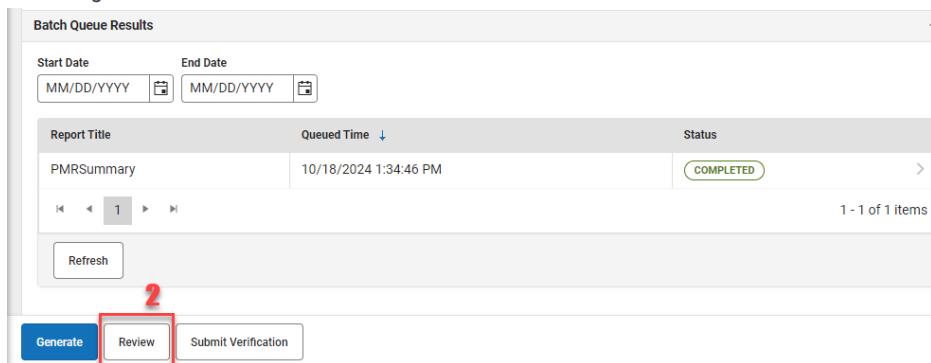
- Generate PMR Summary by using the **Submit to Batch Queue** option.
- Select **Completed** to see the PMRSummary report. Confirm the accuracy of the information contained in the PMRSummary report.

The screenshot shows the 'Batch Queue Results' table. It has columns for 'Report Title', 'Queued Time', and 'Status'. The first row shows 'PMRSummary' queued at '10/18/2024 10:44:13 AM' with a 'COMPLETED' status. A red box highlights the 'COMPLETED' button in the 'Status' column. Below the table is a 'Refresh' button.

## Review the Extract

- Click the **Review** button to run the PMRSummary. **Important:** Ensure the MLD, ADA, and ADM counts are correct when

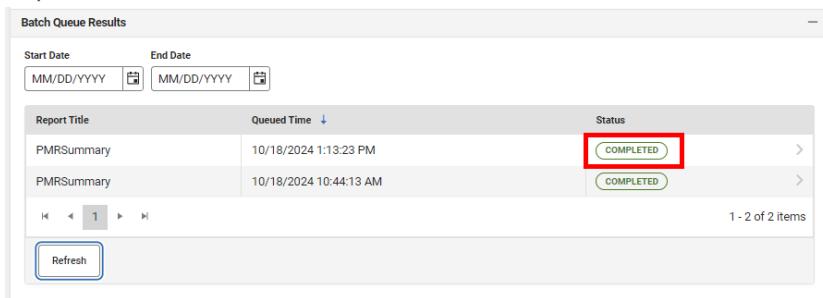
reviewing.



The screenshot shows the 'Batch Queue Results' page. At the top, there are 'Start Date' and 'End Date' fields with calendar icons. Below is a table with columns: 'Report Title', 'Queued Time', and 'Status'. A single row is visible: 'PMRSummary' with a queued time of '10/18/2024 1:34:46 PM' and a status of 'COMPLETED'. At the bottom of the table, it says '1 - 1 of 1 items'. Below the table are three buttons: 'Generate' (blue), 'Review' (white with a red border), and 'Submit Verification' (white). A red number '2' is overlaid on the 'Review' button.

2. A new PMRSummary report will be populated in the Batch Queue.

- Select **Completed** to see the report. The information should match the previous PMRSummary completed in the above steps.

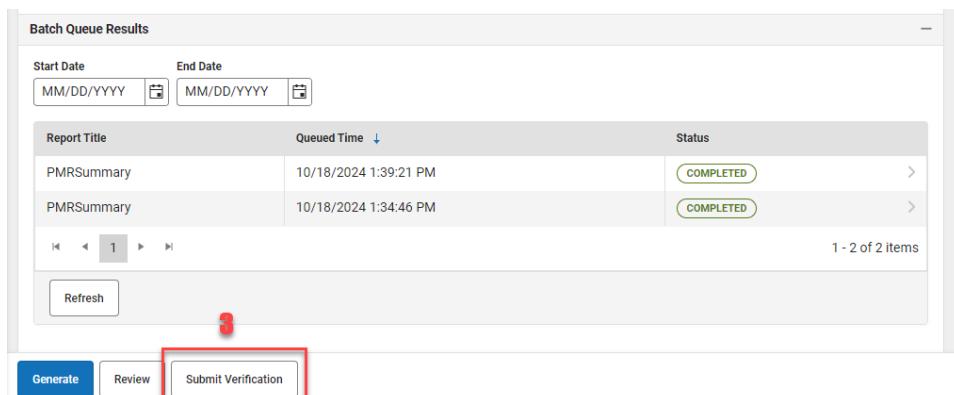


The screenshot shows the 'Batch Queue Results' page. It has the same layout as the previous one, with 'Start Date' and 'End Date' fields. The table shows two rows: 'PMRSummary' with a queued time of '10/18/2024 1:13:23 PM' and a status of 'COMPLETED' (highlighted with a red box), and another 'PMRSummary' entry with a queued time of '10/18/2024 10:44:13 AM' and a status of 'COMPLETED'. Below the table, it says '1 - 2 of 2 items'. The 'Review' button is visible at the bottom.

## Submit Verification

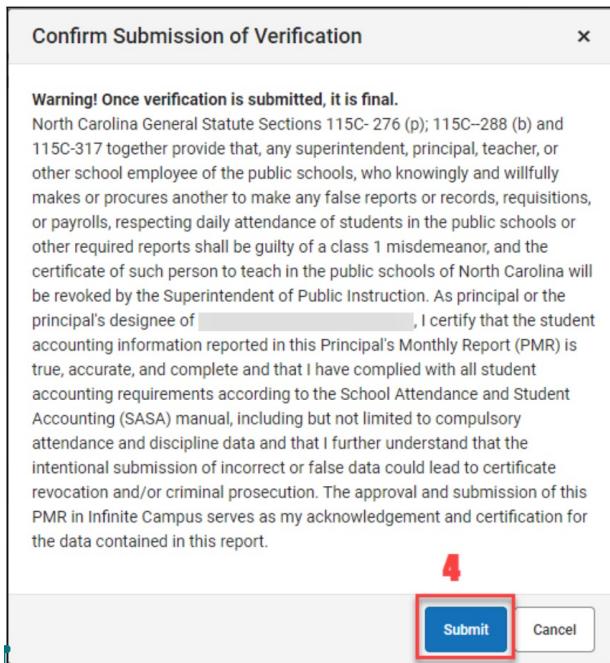
1. Click **Submit Verification** of the reviewed PMRSummary.

2.

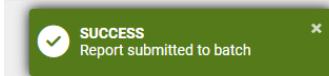


The screenshot shows the 'Batch Queue Results' page. It has the same layout as the previous ones. The table shows two rows of 'PMRSummary' reports, both with 'COMPLETED' status. The 'Submit Verification' button at the bottom is highlighted with a red box. A red number '3' is overlaid on the 'Submit Verification' button.

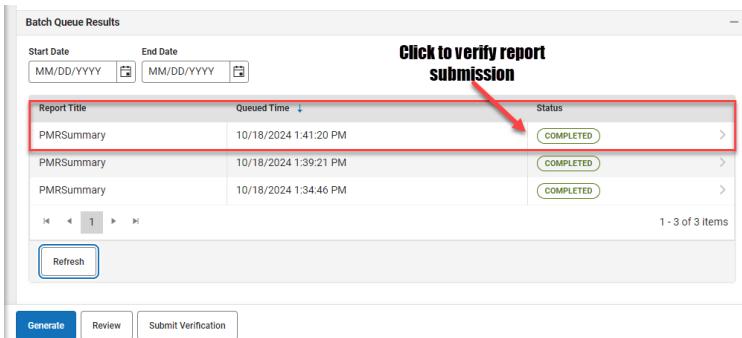
Click **Submit** to confirm the submission on the following screen.



3. A green pop-up message in the upper right corner will state "Success". This message indicates the batch process was successfully completed only. This does not indicate a successful submission of the PMR.



4. Once Submit Verification is clicked another PMRSummary batch file will be created. There should be 3 total PMRSummary reports generated for the complete process.



5. Select **Completed** on the final PMRSummary report to check for errors or completion.

- a. If the PMR is submitted successfully you will see the below message.

**PMR Submit Records:1**

**SuccessMessage**

**PMR Submitted**

- b. If the Review Step is skipped, you will see the below message (please perform the Review Step):

**PMR Submit Records:1**

**ErrorMessage**

Error: The generated records have not been reviewed yet. Please review before submitting.

**Note:** If the report batch shows **Status = Error**, submitting to the batch queue failed. Perform the action again.

Batch Queue Results		
Report Title	Queued Time	Status
PMRSummary	10/18/2024 12:02:30 PM	ERROR
PMRSummary	10/18/2024 9:56:38 AM	COMPLETED
PMRSummary	10/18/2024 9:52:53 AM	COMPLETED

## PMR Submission Status Report

This report can be generated at the all schools level to get a summary of schools that have submitted or have not submitted the PMR for the selected School Month.

### Reporting > Data Validation > Data Validation Reports

1. Select Data Validation Group: **PMR Submission Status - M#** (the month number you want to validate)

Report Options

Data Validation Group \*

- PMR Submission Stat...
- State Owned
- PMR Submission Status - M1**
- PMR Submission Status - M2
- PMR Submission Status - M3
- PMR Submission Status - M4
- PMR Submission Status - M5

Format Type

- HTML
- CSV
- Excel

Batch Queue List

Start Date      End Date

Report Title      Queued Time

No records available.

Refresh

**Generate**    Reset

2. Click **Generate** to view the report. Below is an example of the summary data validation report

## Summary

Rule	Severity	Occurrences
<a href="#">PMR Submitted - M1</a>	Info	8
<a href="#">PMR Not Submitted - M1</a>	Info	1
<a href="#">PMR Submitted and Not Submitted with PSU level Submission Status - M1</a>	Info	9

