

PMR Submission Verification Process

10/22/2024 10:14 am EDT



See the [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](#) article for more details on the PMR Extract report.

PMR Submission Verification Process

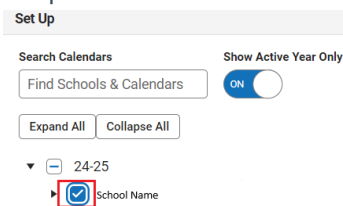
After PMR Validation FATALS are cleared, navigate to [Reporting > NC State Reporting > NC PMR Extract](#).

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](#)
2. [Generate the Extract](#)
3. [Review the Extract](#)
4. [Submit Verification](#)

Generate the Extract

1. Setup > Select School & Calendar



Setup

Search Calendars Show Active Year Only

Find Schools & Calendars

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**

NC PMR Extract ☆

Extract Type * (Choose one)
PMR Summary

School Month Sequence * (Choose one)
1

Output Options

Report Processing
 Submit to Batch Queue HTML CSV

Queue Options
 High Priority
 Keep Until I Delete

Queue Start Date and Time *
10/18/2024 1:34 PM

Batch Queue Results

Start Date End Date
MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time ↓	Status
PMRSummary	10/18/2024 1:34:46 PM	COMPLETED

Refresh

Generate Review Submit Verification

3. **Generate** PMR Summary by using the **Submit to Batch Queue** option.

4. Select **Completed** to see the PMRSummary report. Confirm the accuracy of the information contained in the PMRSummary report.

Batch Queue Results

Start Date End Date
MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time ↓	Status
PMRSummary	10/18/2024 10:44:13 AM	COMPLETED

Refresh

Review the Extract

1. Click the **Review** button to run the PMRSummary. **Important:** Ensure your ADA and ADM counts are correct when reviewing.

Batch Queue Results

Start Date End Date
MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time ↓	Status
PMRSummary	10/18/2024 1:34:46 PM	COMPLETED

Refresh

2

Generate Review Submit Verification

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

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

Report Title	Queued Time ↓	Status
PMRSummary	10/18/2024 1:13:23 PM	COMPLETED
PMRSummary	10/18/2024 10:44:13 AM	COMPLETED

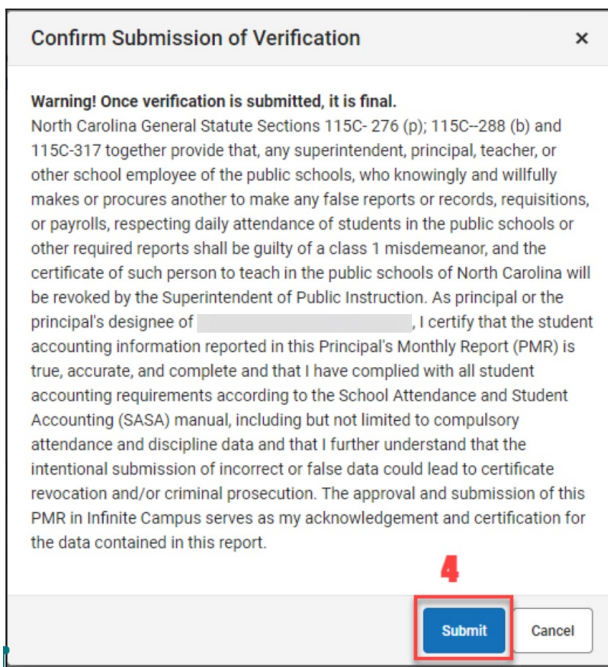
Submit Verification

1. Click **Submit Verification** of the reviewed PMRSummary.
- 2.

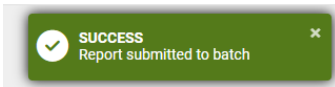
Report Title	Queued Time ↓	Status
PMRSummary	10/18/2024 1:39:21 PM	COMPLETED
PMRSummary	10/18/2024 1:34:46 PM	COMPLETED

Generate Review **Submit Verification**

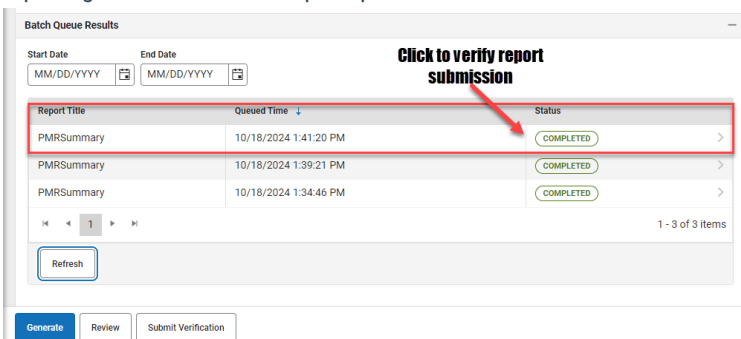
Click **Submit** to confirm the submission on the following screen.



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.



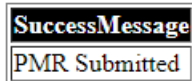
4. Once Submit Verification is clicked another PMRSummary batch file will be created. There should be 3 total PMRSummary reports generated for the complete process.



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



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

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

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

Navigation: 1 2 3 4 6 of 12 items

Refresh