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

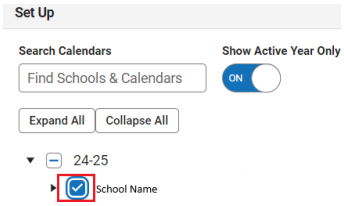
After PMR Validation FATALS are cleared, navigate to *Reporting > NC State Reporting > NC PMR Extract* .

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.

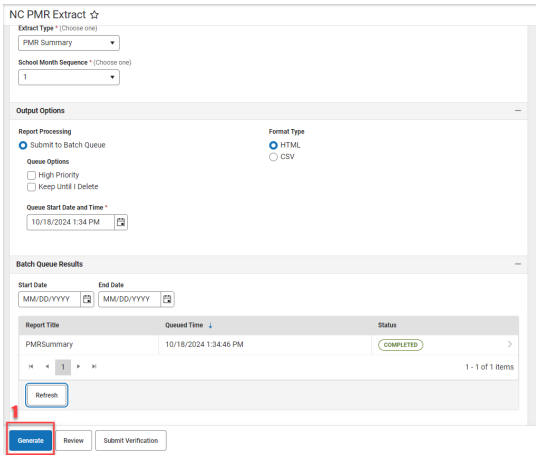
1. Clear Fatal Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-validation-review)
2. Generate the Extract
3. Review the Extract
4. Submit Verification

Generate the Extract

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



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

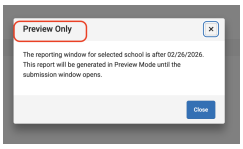


i. If there are Fatal Validations, the PMR Extract will **not** generate and a message box similar to the one below will appear.

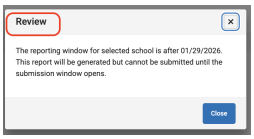
PMR Summary Records:1

ErrorMessage
PMR Summary has fatal data validation errors (FATAL-06 Students with no schedule). Please run the PMR Validations FATAL, clear up errors and run PMR Summary again.

ii. 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.

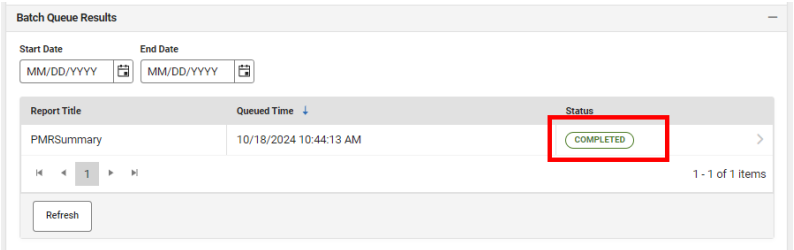


iii. If the PMR Extract is being generated **during** the review window but before the submit window is open, which begins the first calendar day after the review window and is open for 5 calendar days, a message box similar to the one below will appear. Close the box.



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

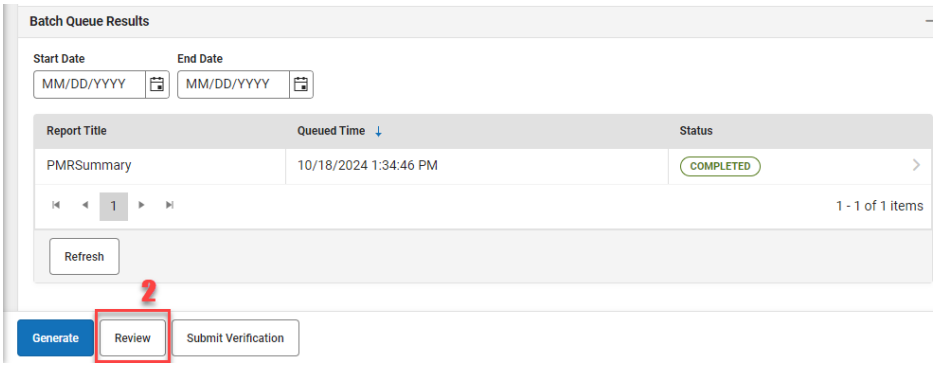
4. Select **Completed** to see the PMRSummary report. Confirm the accuracy of the information contained in the PMRSummary report.



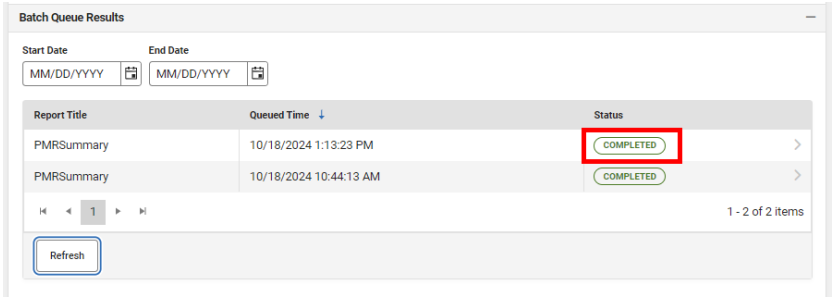
Review the Extract

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

reviewing.

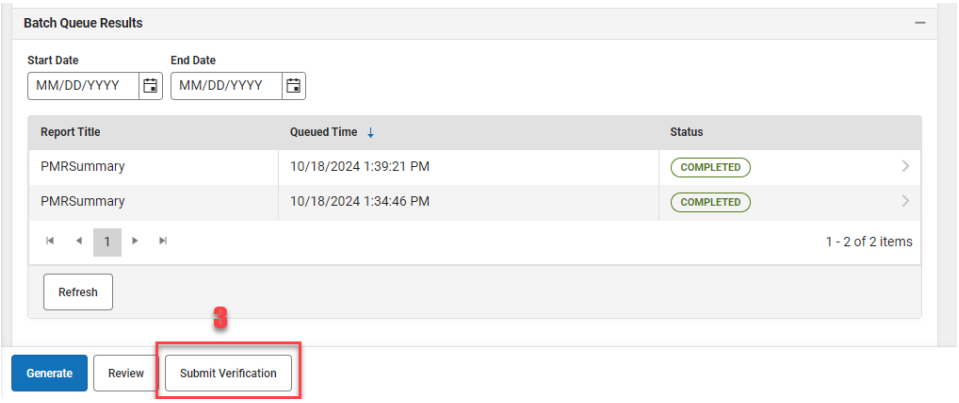


2. A new PMRSummary report will be populated in the Batch Queue.
    a. Select **Completed** to see the report. The information should match the previous PMRSummary completed in the above steps.

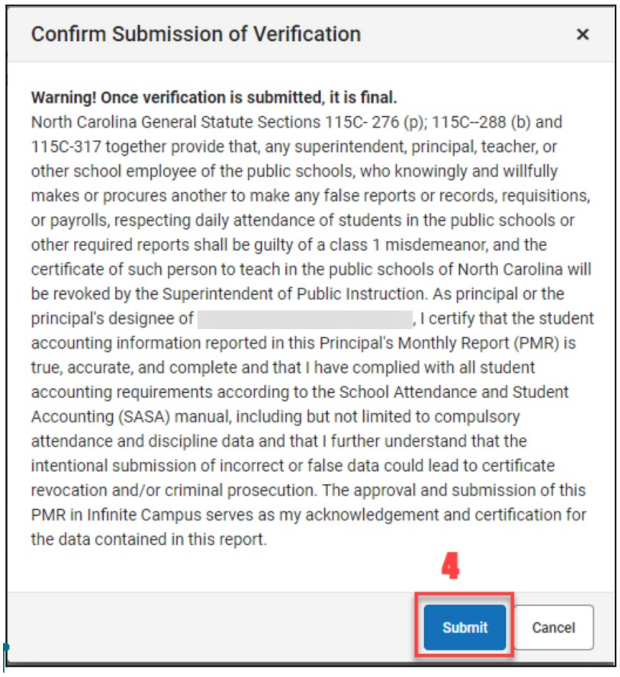


Submit Verification

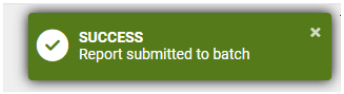
1. Click **Submit Verification** of the reviewed PMRSummary.
2.



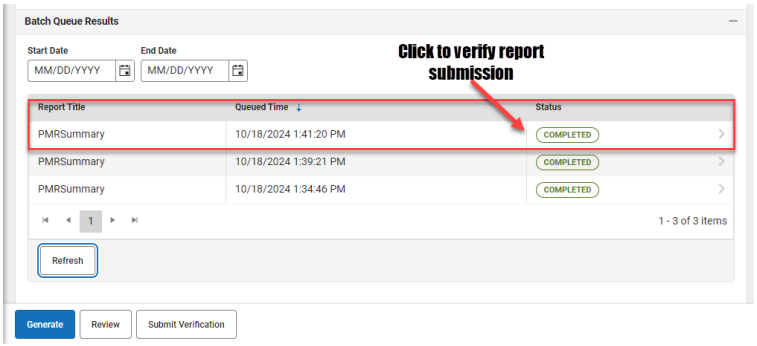
Click **Submit** to confirm the submission on the following screen.



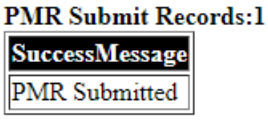
3. A green pop-up message in the upper right corner will state “Success”. This message indicates the batch process was successfully completed only. This does not indicate a successful submission of the PMR.



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.

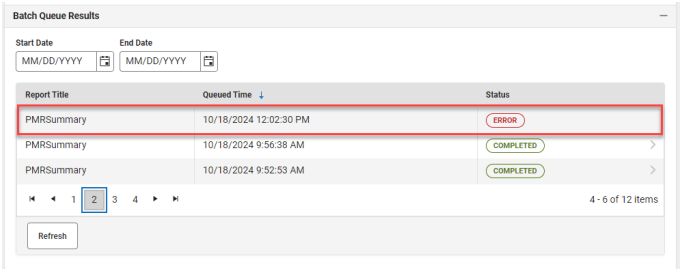


5. Select **Completed** on the final PMRSummary report to check for errors or completion.
   a. If the PMR is submitted successfully you will see the below message.



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

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

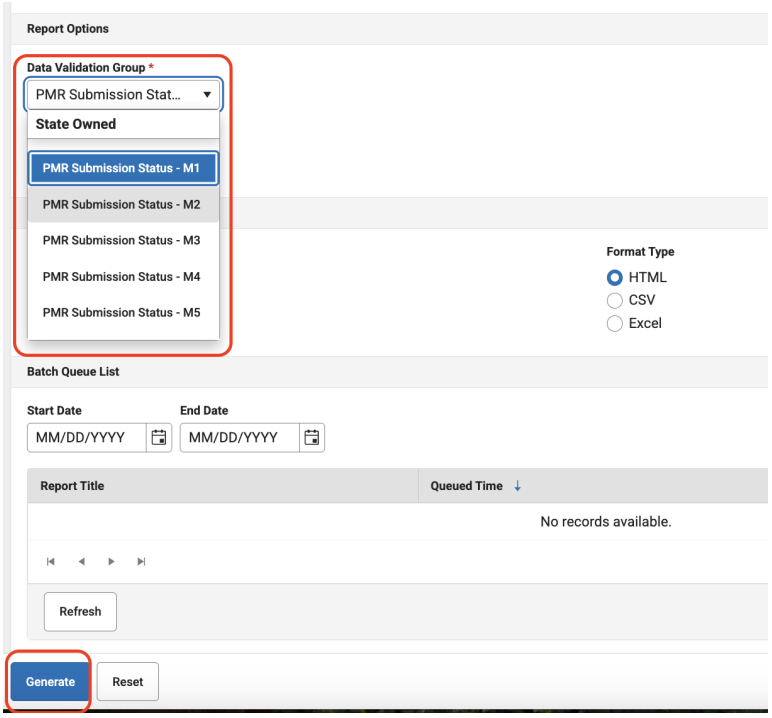


PMR Submission Status Report

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)



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

Summary

Rule	Severity	Occurrences
PMR Submitted - M1	Info	8
PMR Not Submitted - M1	Info	1
PMR Submitted and Not Submitted with PSU level Submission Status - M1	Info	9