

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**

NC PMR Extract ☆

Extract Type * (Choose one)
PMR Summary

School Month Sequence * (Choose one)
1

Output Options

Report Processing
☒ Submit to Batch Queue
☐ High Priority
☐ Keep Until I Delete

Format Type
☒ HTML
☐ CSV

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

1 - 1 of 1 Items

Refresh

Generate Review Submit Verification

- 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.

Preview Only

The reporting window for selected school is after 02/04/2026.
This report will be generated in Preview Mode until the submission window opens.

Close

- 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.

Review

The reporting window for selected school is after 01/29/2026.
This report will be generated but cannot be submitted until the submission window opens.

Close

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

1 - 1 of 1 Items

Refresh

Review the Extract

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

reviewing.

Batch Queue Results

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

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

1 - 1 of 1 items

Refresh

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.

Batch Queue Results

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

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

1 - 2 of 2 items

Refresh

Submit Verification

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

2.

Batch Queue Results

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

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

1 - 2 of 2 items

Refresh

Generate Review Submit Verification

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

Confirm Submission of Verification

Warning! Once verification is submitted, it is final.

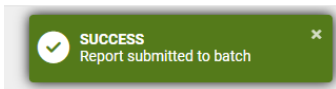
North Carolina General Statute Sections 115C- 276 (p); 115C-288 (b) and 115C-317 together provide that, any superintendent, principal, teacher, or other school employee of the public schools, who knowingly and willfully makes or procures another to make any false reports or records, requisitions, or payrolls, respecting daily attendance of students in the public schools or other required reports shall be guilty of a class 1 misdemeanor, and the certificate of such person to teach in the public schools of North Carolina will be revoked by the Superintendent of Public Instruction. As principal or the principal's designee of _____, I certify that the student accounting information reported in this Principal's Monthly Report (PMR) is true, accurate, and complete and that I have complied with all student accounting requirements according to the School Attendance and Student Accounting (SASA) manual, including but not limited to compulsory attendance and discipline data and that I further understand that the intentional submission of incorrect or false data could lead to certificate revocation and/or criminal prosecution. The approval and submission of this PMR in Infinite Campus serves as my acknowledgement and certification for the data contained in this report.

4

Submit

Cancel

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.

Batch Queue Results

Start Date

End Date

MM/DD/YYYY

MM/DD/YYYY

Click to verify report submission

Report Title	Queued Time	Status
PMRSummary	10/18/2024 1:41:20 PM	COMPLETED
PMRSummary	10/18/2024 1:39:21 PM	COMPLETED
PMRSummary	10/18/2024 1:34:46 PM	COMPLETED

1 - 3 of 3 items

Refresh

Generate

Review

Submit Verification

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		
Start Date	End Date	
MM/DD/YYYY	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
4 - 6 of 12 Items		
Refresh		

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

MM/DD/YYYY

MM/DD/YYYY

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

