

# Principal's Monthly Report (PMR)

06/09/2026 8:42 am EDT

## PMR Validation Review

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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](https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) (<https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract>) 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

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

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
<p><b>Fatal-01</b> Students with invalid or unofficial student numbers</p>	<p>Students whose student state ID is a number with more than 10 digits or is less than 30000.</p>	<ul style="list-style-type: none"> <li>• Navigate to <a href="https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp">Student UID</a> (<a href="https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp">https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp</a>) System and search for the student to verify that NCSIS has the correct UID value.</li> <li>• Take note of any potential duplicate UIDs as well.</li> <li>• Submit a ticket to NCDPI (<a href="https://ncgov.servicenowservices.com/sp_dpi">Service Now</a>) (<a href="https://ncgov.servicenowservices.com/sp_dpi">https://ncgov.servicenowservices.com/sp_dpi</a>) to request the UID be corrected and/or duplicates merged.</li> </ul>
<p><b>Fatal-02</b> Students missing valid race and/or ethnicity code</p>	<p>Students who do not have a race and/or ethnicity selected.</p>	<ul style="list-style-type: none"> <li>• Search for the <b>student</b>.</li> <li>• Navigate to <i>Census &gt; People &gt; Demographics</i>.</li> <li>• Locate the <b>Race/Ethnicity</b> section.</li> <li>• Click <b>Edit</b> to expand all fields and choose the correct <b>race/ethnicity</b>.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>Fatal-03</b> Students missing valid sex code</p>	<p>Students who do not have a valid sex selected.</p>	<ul style="list-style-type: none"> <li>• Search for the <b>student</b>.</li> <li>• Navigate to <i>Census &gt; People &gt; Demographics</i>.</li> <li>• Locate the <b>Sex</b> field.</li> <li>• Choose the correct <b>sex</b> from the dropdown.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>Fatal-04</b> Students enrolled in invalid grade</p>	<p>Students whose grade level is not offered on the enrolled calendar.</p>	<ul style="list-style-type: none"> <li>• Search for the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record to correct.</li> <li>• Locate the <b>grade</b> field.</li> <li>• Choose the correct <b>grade</b> in the dropdown.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<b>Fatal-05</b> Students not assigned to a valid track	Students enrolled in a track school who do not have a valid track selected.	Track information is set in Calendar Information. Any student that is enrolled in the correct calendar will have a track.
<b>Fatal-06</b> Students with no schedule	Students who have a current active enrollment but are not scheduled for any classes.	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Schedule &gt; Walk-in Scheduler</i>.</li> <li>• Add <b>sections</b> to the student schedule.</li> </ul>
<b>Fatal-07</b> Enrollments marked State Exclude	Students with enrollments marked State Exclude.	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record and locate the <i>State Reporting Fields</i>.</li> <li>• <b>Uncheck</b> the State Exclude checkbox.</li> <li>• Click <b>Save</b>.</li> </ul>
<b>Fatal-08</b> Students whose membership days exceed the number of days in reporting interval	Students whose membership days exceed the number of days that exist in the current school's reporting interval.	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record.</li> <li>• Locate the <i>State Reporting Fields</i>.</li> <li>• Enter the number of days that a student previously spent in a year-round school during this school year into the <b>Year-round Transfer Days Override</b> field.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>Fatal-09</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record for the current school.</li> <li>• Verify that the <b>start date</b> and <b>local start status</b> are correct.</li> <li>• Update the <b>start date</b> and/or <b>local start status</b> to reflect the student's correct enrollment details.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>Fatal-10</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on one of the duplicate <b>enrollment</b> records.</li> <li>• Check the information for the record.</li> <li>• Click on the other duplicate <b>enrollment</b> record.</li> <li>• Check if the information is exactly the same as the previously clicked enrollment record.</li> <li>• If both records are identical, <b>delete</b> one of the enrollment records.</li> </ul>


Fatal Rule	Description	Steps to Correct
<p><b>Fatal-11</b> Students with missing enrollment start status</p>	<p>Students with blank start statuses.</p>	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record that is missing the start status.</li> <li>• Locate the <i>General Enrollment Information</i> section and the <b>Local Start Status</b> field.</li> <li>• Update the <b>local start status</b> based on the student's current year entry status. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on Enrollment Codes.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>Fatal-12</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record.</li> <li>• Locate the <i>General Enrollment Information</i> section and the <b>Local End Status</b> field.</li> <li>• Update the <b>local end status</b> based on the student's current year exit status. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on Withdrawal Codes.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>Fatal-13</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Review the current year enrollment records to determine which record should remain E1 and which record should be corrected.</li> <li>• Click on the <b>enrollment</b> record that should be corrected.</li> <li>• Locate the <i>General Enrollment Information</i> section and the <b>Local Start Status</b> field.</li> <li>• Update the <b>local start status</b> based on the student's current school entry status. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on Enrollment Codes.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>Fatal-14</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Review the current year enrollment records to determine which record should remain E2 and which record should be corrected.</li> <li>• Click on the <b>enrollment</b> record that should be corrected.</li> <li>• Locate the <i>General Enrollment Information</i> section and the <b>Local Start Status</b> field.</li> <li>• Update the <b>local start status</b> based on the student's current school entry status. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on Enrollment Codes.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>FATAL-15</b> 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><b>If there is an existing enrollment record in the current year at the same school with an incorrect end status:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Update the <b>local end status</b>.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the entry status for the current enrollment is not correct:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Select the <b>current</b> enrollment record.</li> <li>• Update the <b>Local Start Status</b> according to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (<a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394</a>) guidance.</li> </ul> <p><b>If there should be a current year enrollment with an end status of W1 or W2:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on <b>New Enrollment</b>.</li> <li>• Enter the correct <b>Start Date, End Date, Service Type, Local Start Status</b> and <b>Local End Status</b>.</li> <li>• Click <b>Save</b> to create the previous current year enrollment.</li> <li>• Click on the <b>newly</b> created enrollment record and add an <b>Admission Status</b>.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>Fatal-17</b> Graduated students in a grade level ineligible for graduation</p>	<p>Students in a grade level &lt; 10 with an exit code of W4.</p>	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the enrollment record containing the W4 local end status.</li> <li>• Update the <b>local end status</b> based on the student's current year exit status. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on Withdrawal Codes.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>FATAL-18</b> School with instructional days after June 30</p>	<p>Display calendars with end date &gt;= 7/1.</p>	<ul style="list-style-type: none"> <li>• Navigate to <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup</i>.</li> <li>• Locate the <b>days</b> that are past June 30th.</li> <li>• Click on a <b>day</b> past June 30th.</li> <li>• Uncheck the <b>School Day, Instruction,</b> and <b>Attendance</b> checkboxes.</li> <li>• Click <b>Save Day/Day Events</b>.</li> <li>• <b>Repeat</b> for each day past June 30th.</li> </ul>
<p><b>FATAL-19</b> 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"> <li>• Navigate to <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup</i>.</li> <li>• Set up the days for instruction. Use the <a href="https://kb.infinitecampus.com/help/day-setup">Day Setup   Infinite Campus</a> (https://kb.infinitecampus.com/help/day-setup) article for information on setting up the days.</li> <li>• If updating days manually, click <b>Save Day/Day Events</b> when finished with each day.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>FATAL-20</b> 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"> <li>• Navigate to <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; School Month</i>.</li> <li>• Refer to the <a href="https://kb.infinitecampus.com/help/school-months-north-carolina">School Months (North Carolina)   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/school-months-north-carolina">https://kb.infinitecampus.com/help/school-months-north-carolina</a>) article to setup the required school months.</li> <li>• Ensure Months 1 &amp; 2 have 20 days and each month following have between 16-26 days.</li> <li>• NCDPI and Central Office calendars do not have to be configured for PMR reporting.</li> </ul>
<p><b>FATAL-21</b> Students missing admission status</p>	<p>Students who do not have an admission status selected.</p>	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record.</li> <li>• Locate the <i>State Reporting Fields</i> section.</li> <li>• Add the <b>Admission Status</b>. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (<a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394</a>) for further guidance on Admission Status codes.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>FATAL-22</b> Students assigned to an invalid admission status for their grade levels</p>	<p>Students in grade levels &lt; 6 may not have an Extended Day admission status (MED1 or VED1).</p>	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record.</li> <li>• Locate the <i>State Reporting Fields</i> section.</li> <li>• Update the <b>Admission Status</b>. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (<a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394</a>) for further guidance on Admission Status codes.</li> <li>• Click <b>Save</b>.</li> </ul>
		<p>If the student <u>does</u> have the correct schedule with less</p>

Fatal Rule	Description	Steps to Correct
<p><b>FATAL-23</b> 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>than 50% of the instructional minutes:</p> <ul style="list-style-type: none"> <li>• Search the student.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record.</li> <li>• Locate the <i>State Reporting Fields</i> section.</li> <li>• Update the <b>Admission Status</b> to <b>VST1</b> or <b>VED1</b>. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on Admission Status codes.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the student <u>does not</u> have the correct schedule and should be scheduled for more than 50% of the instructional minutes:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Schedule &gt; Walk-in Scheduler</i>.</li> <li>• Add <b>sections</b> to the student schedule.</li> </ul> <p><b>If the student has a full schedule with all scheduled periods occurring during instructional time, verify that the course information has the <u>Attendance</u> checkbox checked.</b></p> <ul style="list-style-type: none"> <li>• Search Course Master.</li> <li>• Navigate to <i>Grading &amp; Standards &gt; Course Master &gt; Course Master Information</i>.</li> <li>• Check the <b>Attendance</b> checkbox.</li> </ul> <div data-bbox="1003 1486 1289 1885" style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p style="text-align: center;"><b>Course Setup</b></p> <p><b>Subject Type:</b> <input type="text"/></p> <p><b>Transcript:</b> Yes</p> <p><b>Attendance:</b> <input checked="" type="checkbox"/> </p> </div>

Fatal Rule	Description	Steps to Correct
		<p>Push course master information changes to courses.</p> <ul style="list-style-type: none"> <li>The Attendance checkbox can be checked on the course information tool for the individual school. (<i>Scheduling &amp; Courses &gt; Courses &gt; Course Information</i>)</li> </ul>
<p><b>FATAL-24</b> 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"> <li>Students in grade levels less than 6th may not have an Extended Day admission status.</li> <li>Search the <b>student</b>.</li> <li>Click on the <b>enrollment</b> record.</li> <li>Locate the <i>State Reporting Fields</i> section. Update the <b>Admission Status</b> to a Standard Day code (MST1 or VST1). Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)</a> for further guidance on Admission Status codes.</li> <li>Click <b>Save</b>.</li> </ul>
<p><b>FATAL-25</b> 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"> <li>Students in a track school may not have an Extended Day admission status.</li> <li>Search the <b>student</b>.</li> <li>Click on the <b>enrollment</b> record.</li> <li>Locate the <i>State Reporting Fields</i> section. Update the <b>Admission Status</b> to a Standard Day code (MST1 or VST1) . Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)</a> for further guidance on Admission Status codes.</li> <li>Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>FATAL-27</b> Students with start dates before the start of school</p>	<p>Students whose start date is before the calendar's first instructional day.</p>	<p><b>If the student withdrew as a No Show and the no show checkbox was not checked:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; Enrollments</i>.</li> <li>• Click on the No Show <b>enrollment</b> record.</li> <li>• Check the <b>No Show</b> checkbox.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the student's enrollment date is incorrect:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; Enrollments</i>.</li> <li>• Click on the <b>current enrollment</b> record.</li> <li>• Update the <b>start date</b> to be the first day the student attended more than 50% of the instructional day.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>FATAL-28</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>current enrollment</b> record.</li> <li>• Update the <b>end date</b> to be the same as the start date or after the start date.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>FATAL-29</b> 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><b>If the student was tardy to school and present minutes are <u>incorrect</u>:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Attendance</i>.</li> <li>• Click on the <b>attendance</b> record listed in the validation report.</li> <li>• Leave the <b>tardy</b> attendance code.</li> <li>• Update the <b>present minutes</b> to be the instructional minutes the student attended.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the student was tardy to school and present minutes are <u>correct</u>:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Attendance</i>.</li> <li>• Click on the <b>attendance</b> record listed in the validation report.</li> <li>• Update the attendance code to an <b>absence</b> code. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (<a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394</a>) for further guidance on attendance codes.</li> <li>• Click <b>Save</b>.</li> </ul>

Fatal Rule	Description	Steps to Correct
<p><b>FATAL-30</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Attendance</i>.</li> <li>• Click on the <b>attendance</b> record listed in the validation report.</li> <li>• Update the attendance code. Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (<a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394</a>) for further guidance on attendance codes.</li> <li>• Click <b>Save</b>.</li> </ul>
<p><b>FATAL-31</b> Students not rostered on last instructional day</p>	<p>Student was enrolled and rostered in an instructional period at some point during the month, but was not rostered on the last instructional day.</p>	<ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Verify the student enrollment dates are correct.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Schedule &gt; Walk-in Scheduler</i>.</li> <li>• If the roster start and end dates do not match the student's enrollment start and end dates (with the exception of blank roster start/end dates), then click on the course in the student's schedule and update the dates to match the enrollment start and end dates (with the exception of blank roster start/end dates).</li> <li>• Click <b>Save</b> if updating any section dates.</li> </ul>

Fatal Rule	Description	Steps to Correct
<b>FATAL-32</b> 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"> <li>• Search the <b>User</b>.</li> <li>• Navigate to <i>User Management &gt; User Account Administration &gt; User Account</i>.</li> <li>• Locate the <b>Individual Tool Rights</b> section and <b>expand</b>.</li> <li>• Click <b>Modify Tool Rights</b>.</li> <li>• Locate the <i>NC State Reporting</i> tool section and <b>expand</b>.</li> <li>• Select <b>Read</b> and <b>Write</b> for the <i>NC PMR Extract Submission</i> tool.</li> <li>• Click <b>Update</b>.</li> </ul> <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

Warning Rule	Description	Steps to Correct
<p><b>WARN-01</b> Students with 10-day rule violations</p>	<p>Students in violation of the 10 Day Rule.</p>	<ul style="list-style-type: none"> <li>• Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for guidance on the 10 Day Rule.</li> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Attendance</i>.</li> <li>• Review the student's attendance information</li> <li>• If the student has 10 consecutive days of absences and the student is above compulsory age, the student may be withdrawn.</li> <li>• Follow the <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist">Student End Enrollment Checklist</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/student-end-enrollment-checklist) for steps to withdraw including any local procedures.</li> <li>• If the student is of compulsory age, follow local procedures to work with the student.</li> </ul>
<p><b>WARN-02</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Records Transfer</i>.</li> <li>• Review the status of the transfer request.</li> <li>• If the request shows as an <b>error</b> and it is confirmed the student was in a previous school using Infinite Campus, choose to submit a <b>New State Transfer Request</b> or <b>New National Transfer Request</b>.</li> <li>• If the status is still <b>waiting</b>, contact the previous school to check status for release.</li> <li>• Refer to the <a href="https://kb.infinitecampus.com/help/records-transfer-student">Records Transfer   Infinite Campus</a> (https://kb.infinitecampus.com/help/records-transfer-student) for more information about records transfer.</li> <li>• If the student <b>does not</b> have a previous Infinite Campus school, no further steps are needed.</li> </ul>

Warning Rule	Description	Steps to Correct
<p><b>WARN-03</b> 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"> <li>• Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on age requirements for enrolling.</li> <li>• Search the <b>student</b>.</li> <li>• Verify the student is enrolled in the correct grade or that the birthdate is correct.</li> </ul> <p><b>If the student is enrolled correctly and the birthdate is correct, no further steps are needed.</b></p> <p><b>If the student is enrolled in the incorrect grade:</b></p> <ul style="list-style-type: none"> <li>• navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the <b>enrollment</b> record.</li> <li>• Locate the <i>General Enrollment Information</i> and the <b>Grade</b> field.</li> <li>• Select the correct <b>grade</b> from the dropdown.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the student's birthdate is incorrect:</b></p> <ul style="list-style-type: none"> <li>• Navigate to <i>Census &gt; People &gt; Demographics</i>.</li> <li>• Update the <b>Birth Date</b> based on the student's birth verification document.</li> <li>• Click <b>Save</b>.</li> </ul>

Warning Rule	Description	Steps to Correct
<p><b>WARN-04</b> 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"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• Click on the current <b>enrollment</b> record.</li> <li>• Locate the <i>State Reporting Fields</i> and the <i>Year-Round Transfer Days Override</i> field.</li> <li>• Review days in the days override field and confirm they are correct. <ul style="list-style-type: none"> <li>◦ The days should be the number of days that a student spent in a year-round school.</li> <li>◦ 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.</li> </ul> </li> <li>• If the number is correct, no further steps are needed.</li> <li>• If the number is not correct, update the number to the correct days. <ul style="list-style-type: none"> <li>◦ Click <b>Save</b>.</li> </ul> </li> </ul>
<p><b>WARN-05</b> Invalid R2/R3 enrollment code</p>	<p>Students with an entry code of R2/R3 without a prior enrollment for the same year with an entry code of E1/E2.</p>	<ul style="list-style-type: none"> <li>• Refer to the <a href="https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394">SASA Manual</a> (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for further guidance on entry codes.</li> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Enrollments</i>.</li> <li>• If the student was in another school using Infinite Campus, but the record is not transferred, navigate to <i>Student Information &gt; General &gt; Records Transfer</i>.</li> <li>• Submit a <b>New State Transfer Request</b> or <b>New National Transfer Request</b>.</li> <li>• Refer to the <a href="https://kb.infinitecampus.com/help/records-transfer-student">Records Transfer   Infinite Campus</a> (https://kb.infinitecampus.com/help/records-transfer-student) for more information about records transfer.</li> <li>• 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.</li> </ul>

Warning Rule	Description	Steps to Correct
<p><b>WARN-06</b> 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><b>If the attendance record is <u>incorrect</u> and the student was present for the full day:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Attendance</i>.</li> <li>• Click on the <b>attendance</b> record occurring on the student's first day of enrollment.</li> <li>• Change the <b>attendance code</b> to be blank.</li> <li>• Clear any <b>present minutes</b>.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the student was <u>present</u> for more than 50% of their first instructional day:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Navigate to <i>Student Information &gt; General &gt; Attendance</i>.</li> <li>• Click on the <b>attendance</b> record occurring on the student's first day of enrollment.</li> <li>• Update the <b>attendance code</b> to the correct <b>tardy</b> or <b>leave early</b> code.</li> <li>• Update the <b>present minutes</b> to the number of minutes the student was present.</li> <li>• Click <b>Save</b>.</li> </ul> <p><b>If the student was <u>absent</u> for more than 50% of their first instructional day.</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Follow local PSU process for moving student enrollment dates to the first day the student attended for more than 50% of the instructional day.</li> </ul> <p><b>If a request for records has been received and the student will not be attending:</b></p> <ul style="list-style-type: none"> <li>• Search the <b>student</b>.</li> <li>• Follow local PSU process for No Showing the student using 7/1 start and end dates.</li> </ul>

## 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
<p><b>INFO-01</b> Students listed on PMR and no longer enrolled</p>	<p>Students initially enrolled with an E1 entry code who have been withdrawn. Note that no-show students are always excluded from the PMR.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Review the information and verify students are listed correctly.</li> <li>• No steps are required for this validation.</li> </ul>
<p><b>INFO-02</b> R1 entries due to enrollment changes</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>• Students with an enrollment of R1 will display on this validation.</li> <li>• Review the information and verify students are listed correctly.</li> <li>• No steps are required for this validation.</li> </ul>
<p><b>INFO-03</b> No Shows</p>	<p>Display Enrollments marked No Show.</p>	<ul style="list-style-type: none"> <li>• Students that have a No Show enrollment with dates within the calendar year will display on this validation.</li> <li>• No Show enrollments occurring outside of the calendar year will not display on this validation.</li> <li>• Review the information and verify students are listed correctly.</li> <li>• No steps are required for this validation.</li> </ul>

Info Rule	Description	Steps to Correct
<p><b>INFO-04</b> Students who have graduated</p>	<p>Students in grade level <math>\geq 10</math> with an exit code of W4.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Review the information and verify students are listed correctly.</li> <li>• No steps are required for this validation.</li> </ul>
<p><b>INFO-05</b> Students with Visitor admission status</p>	<p>Students whose admission status begins with "V."</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• These students will not be counting in PMR calculations.</li> <li>• Review the information and verify students are listed correctly.</li> <li>• No steps are required for this validation.</li> </ul>

 **Follow the steps in the PMR Submission Verification Process** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-submission-verification-process>) **article to submit the PMR information.**

## PMR Submission Verification Process

 **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) (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

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 Format Type  
 HTML  CSV

Queue Options  
 High Priority  
 Keep Until Deleted

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

Batch Queue Results

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

Refresh

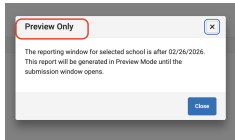
Download Review Submit Verification

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

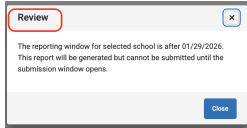
**PMR Summary Records:1**

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.

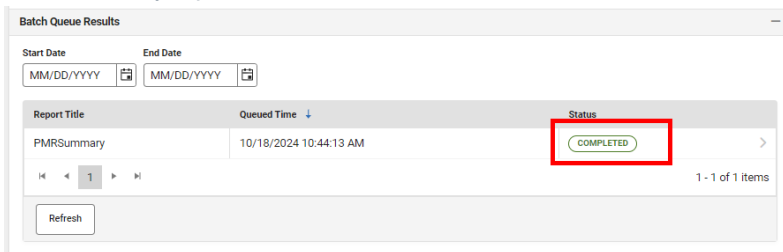
- ii. If the PMR Extract is being generated **before** the review window opens, which begins the first instructional day after PMR month ends and is open for 10 instructional days, a message box similar to the one below will appear. Close the box.



- 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.

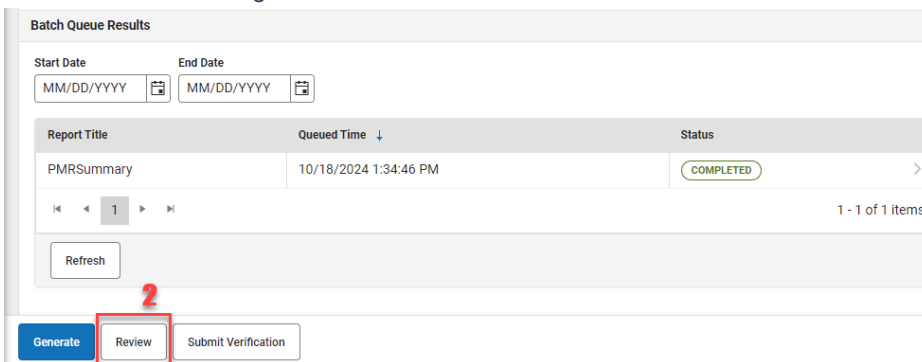


3. **Generate** PMR Summary by using the **Submit to Batch Queue** option.
4. Select **Completed** to see the PMRSummary report. Confirm the accuracy of the information contained in the PMRSummary report.

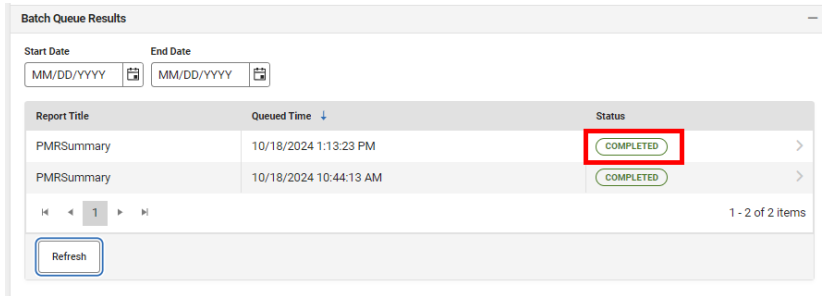


## Review the Extract

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

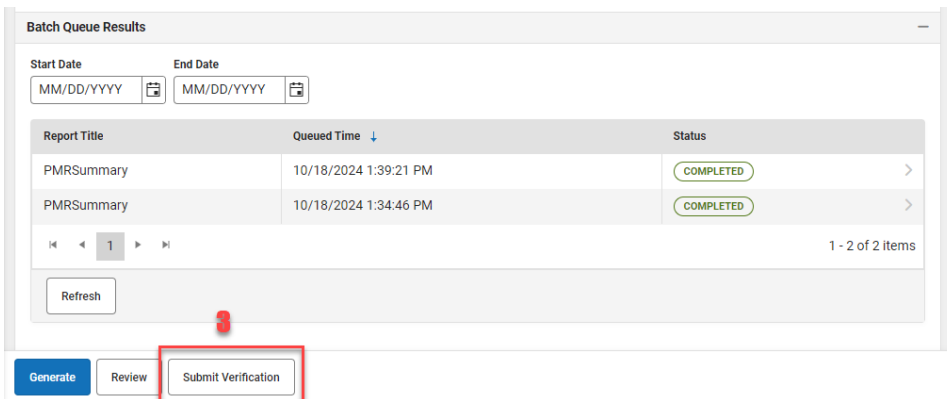


2. A new PMRSummary report will be populated in the Batch Queue.
  - a. Select **Completed** to see the report. The information should match the previous PMRSummary completed in the above steps.

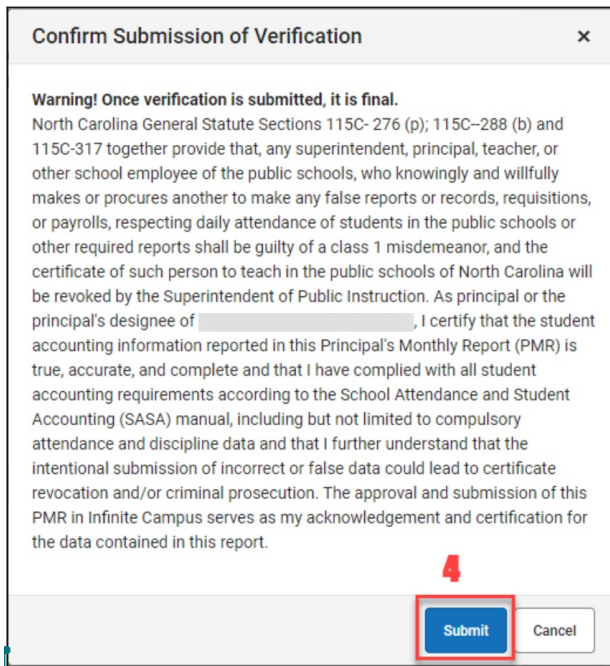


## Submit Verification

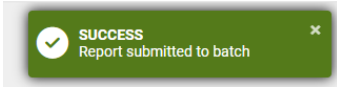
1. Click **Submit Verification** of the reviewed PMRSummary.
- 2.



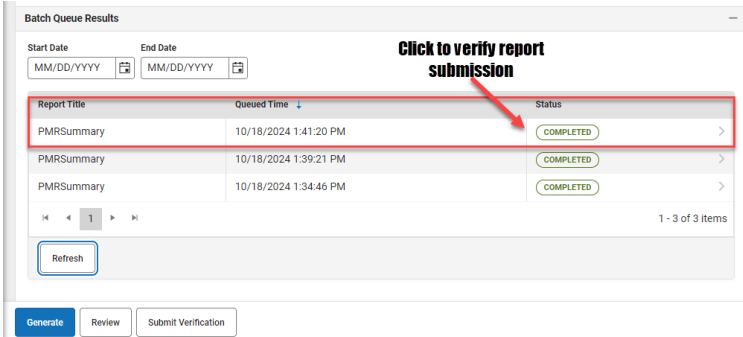
Click **Submit** to confirm the submission on the following screen.



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.

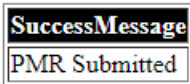


- Once Submit Verification is clicked another PMRSummary batch file will be created. There should be 3 total PMRSummary reports generated for the complete process.



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

**PMR Submit Records:1**

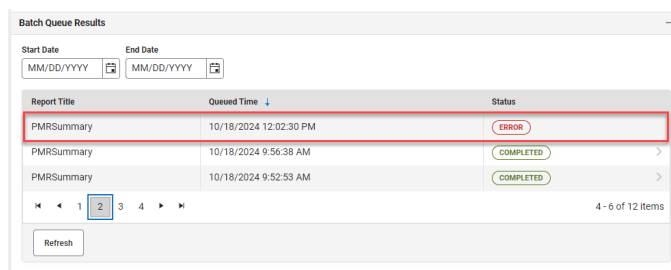


- If the Review Step is skipped, you will see the below message (please perform the Review Step):

**PMR Submit Records:1**



**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

- 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.

◀ ▶

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