

Principal's Monthly Report (PMR) Overview

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Overview

The Principal's Monthly Report (PMR) provides attendance and membership information used for North Carolina state and federal reporting. PMR data is also used to determine funding based on Average Daily Membership (ADM).

The PMR is completed for 9 school month reporting intervals during the school year. Each reporting period includes a series of reports and data validations used to review attendance, membership, enrollment, and related student information before the PMR is submitted.

PMR Resources and Requirements

The [School Attendance and Student Accounting \(SASA\) Manual](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>) is the authoritative source for North Carolina student accounting requirements and policy. Refer to the SASA Manual for policy requirements related to the Principal's Monthly Report (PMR), attendance, membership, enrollment and student accounting.

Refer to 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 technical specifications and system information related to the PMR reports, including report options, data elements, calculations, and the generation, review, and submission functionality.

The NCSIS Knowledge Base provides North Carolina specific guidance for completing the PMR process, reviewing reported data, identifying potential data issues, and correcting source data.

PMR Reporting Information

The PMR includes several measures used to report school attendance and membership:

- **Average Daily Attendance (ADA)** measures student attendance during the school month.
- **Average Daily Membership (ADM)** measures student membership during the school month.
- **Membership Last Day (MLD)** reports membership information for the last day of the reporting interval.
- **Grade, Race, and Sex (GRS)** provides membership information by grade level and demographic group.

The **PMR Summary** provides school level totals for the reporting period. Supporting PMR extracts provide additional calendar and student level information that can be used to verify the reported totals and investigate unexpected data.

PMR Reporting Population

PMR reporting uses enrollment, calendar, and school information to determine which students are included in the reporting population.

Students must meet applicable PMR reporting requirements, including requirements related to:

- Enrollment
- Grade Level
- Admission Status
- Enrollment Status
- Calendar Configuration
- School Configuration

Summer school calendars are excluded from PMR reporting.



Note: A student may have an enrollment during the school year but not meet the requirements for inclusion in PMR reporting. Use the **Review Students Not Included in PMR**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-students-not-included-in-pmr>) **extract** when an expected student does not appear in PMR.

PMR Data Validations

PMR Data Validations identify records that require correction or review. Validations run as part of the PMR generation process.

Severity	Meaning	Action
FATAL	Identifies an issue that prevents the PMR from successfully generating.	Correct the identified issue, then rerun the validation.
WARNING	Identifies data that may affect the PMR reporting and requires review.	Investigate the reported data and correct it when inaccurate.
INFO	Identifies a condition that should be reviewed for accuracy or awareness.	Verify that the reported condition is accurate or expected.



Note: A WARNING or INFO validation does not necessarily indicate that the reported data is incorrect. Review the identified record before making changes.

PMR Reporting Process

Complete the PMR process in the following order:

1. **Generate the PMR** - Generate the PMR Summary for the applicable school month.
2. **Resolve validation issues** - Correct FATAL validation issues and review WARNING and INFO validation results.
3. **Review PMR data** - Review calendar, membership, attendance, and supporting student level information.
4. **Verify the PMR Summary** - Confirm that school level PMR totals are supported by the reviewed data.
5. **Submit the PMR** - Complete the required reviews and submission process.



Important: A PMR Summary total that appears reasonable, does not confirm that all underlying student data is correct. Review the supporting PMR data before submitting the report.

PMR Data Review

PMR extracts provide summary, student level, and calendar information that can be used throughout the PMR review and troubleshooting process.

Report	Information Provided	Use
Month Summary	School Month dates, instructional days, and instructional minutes	Review calendar information when PMR results indicate additional calendar review is needed.
ADM Summary	Student level membership ADM	Review individual membership and reconcile ADM.
ADA Summary	Student level attendance and ADA	Review individual attendance and reconcile ADA.
Student Day Detail	Daily membership and attendance calculations	Investigate the instructional day contributing to an unexpected ADM or ADA result.
Day Detail	Daily calendar and instructional information	Identify the calendar date and instructional information represented by each PMR day.
ADM 10-Day Violation Detail	Student level violation information	Review students whose membership is affected by the Ten-Day Rule.
Students Not Included in the PMR Summary	Students excluded from the PMR population	Determine why an expected student is not included.
PMR Summary	School level PMR totals	Complete the final reconciliation of reviewed PMR data.

PMR data should be corrected in the applicable source record. Depending on the issue, review the student's enrollment, schedule, attendance, or the applicable calendar information.

Next Steps

Begin with **Generate Principal's Monthly Report (PMR)** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/generate-pmr-process>) for guidance on starting the PMR process.

After the PMR generates successfully, follow **Review Principal's Monthly Report (PMR) Data** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-data>) for the recommended data review workflow.

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