


# PMR Fatal Validations

10/26/2026 4:30 pm EDT

## PMR Fatal Validations Overview

**FATAL** validations identify issues that must be corrected before the PMR Summary can successfully generate. Select the applicable validation rule below for information about why the record is reported, what data to review, and the recommended action.

***Navigation: Menu > Reporting > Data Validation > Data Validation Report > M# PMR FATAL Validations***

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## FATAL-01

### Rule: Students With Invalid or Unofficial Student Numbers

### Summary

This validation identifies students with a missing or invalid Student State ID.

The Student State ID is the statewide unique identifier assigned to a student through the North Carolina Student Unique Identification (UID) System. All students enrolled in North Carolina public schools must have a valid Student State ID.

### Severity

FATAL

### What to Review

Review the Student State ID for each student reported in the validation.

*NCSIS Navigation: Census > People > Demographics > Person Identifiers > Student State ID*

Verify that the student has a valid Student State ID assigned.

Also verify that the student's demographic information matches the student's record in the Student UID (https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp) system when the Student State ID is missing or an identification issue must be resolved.

Important: Search the Student UID (https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp) System for an existing student record before creating a new Student State ID. A new identifier should only be created when an existing record cannot be found.

### Recommended Action

**Student State ID is Missing**

- Search the Student UID (https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp) System for the student.
- Determine whether an existing Student UID has already been assigned.
- Verify the student's identifying information against the Student UID record.
- Use the **Assign NC Student ID** to search the Student UID system and associate the correct UID to the Student State ID in the NCSIS.




**Student State ID is Incorrect or Invalid**

- Compare the Student State ID in NCSIS with the student's record in the Student UID (https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp) System.
- Review the student's identifying information for discrepancies.
- Submit a ticket to NCDPI (Service Now) (https://ncgov.servicenowservices.com/sp_dpi) to request the UID be corrected and/or duplicates merged

### Verify The Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm the student no longer appears in FATAL-01 when the Student State ID issue has been resolved.
- Continue reviewing any remaining FATAL validation results.
- Generate the PMR Summary again after all FATAL validations issues are resolved.

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## FATAL-02

### Rule: Students Missing Valid Race and/or Ethnicity Code

### Summary

This validation identifies students who are missing required Race and/or Ethnicity information.

Race and ethnicity information must be recorded for student reporting. Review the student's demographic information and enter the appropriate information when it is missing.

### Severity

FATAL

### What to Review

Review the Race/Ethnicity information for each student reported in the validation.

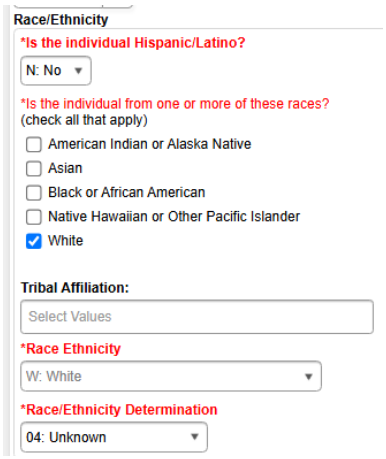
- Search for the student.
- Open *Census > People > Demographics*.
- Locate the **Race/Ethnicity** section.
- Review the student's Race and Ethnicity selections.

Verify that the information accurately reflects the student's birth certificate.

### Recommended Action

If Race or Ethnicity information is missing:

- Click **Edit** to expand all fields.
- Select the appropriate **Race** and/or **Ethnicity** information. Note the Race Ethnicity field will automatically populate based on the race/ethnicity fields selected.
- Click **Save**.




### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-02 when the Race/Ethnicity information has been corrected.
- Continue reviewing any remaining FATAL validation results.

## FATAL-03

### Rule: Students Missing Valid Sex Code

### Summary

The validation identifies students who do not have a valid **Sex** selected in their demographic information.

### Severity

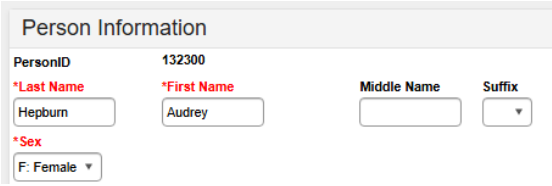
FATAL

### What to Review

Review the Sex field for each student reported in the validation.

- Search for the **student**.
- Open *Census > People > Demographics*.
- Locate the **Person Information** section.
- Review the **Sex** field.

Verify that the information is complete and accurately reflects the student's birth certificate.




### Recommended Action

If Sex field is missing or inaccurate:

- Select the appropriate **Sex** from the dropdown.
- Click **Save**.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-03 when the demographic information has been corrected.
- Continue reviewing any remaining FATAL validation results.

## FATAL-04

FATAL-04

## Rule: Students Enrolled in Invalid Grade

### Summary

The validation identifies students whose **Grade** is not offered on the calendar in which the student is enrolled.

Review both the student's enrollment and the grade levels available on the enrolled calendar to determine whether the student's grade or calendar enrollment is incorrect.

### Severity

FATAL

### What to Review

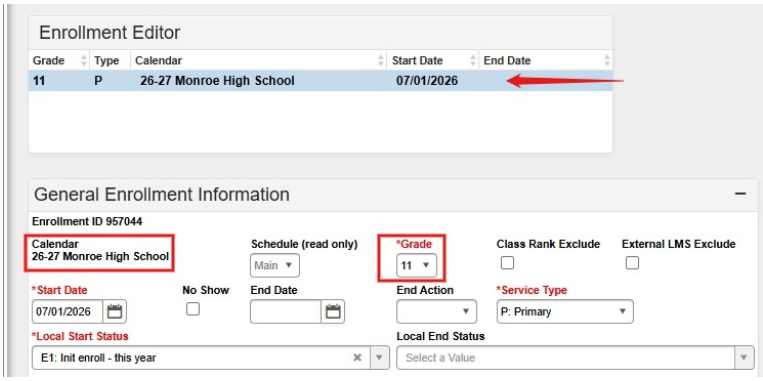
For each student reported in the validation, review:

- The student's **Grade** on the enrollment record.
- The calendar associated with the student's enrollment.
- The grade levels available on the enrolled calendar.

#### Review the Student Enrollment

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Review the **Grade** and **enrolled calendar**.

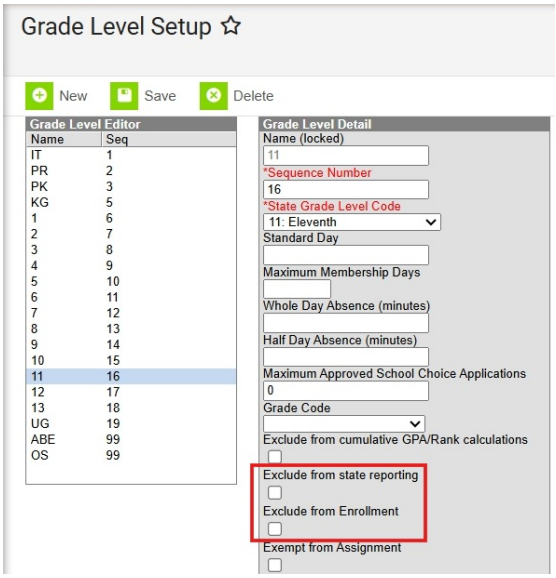
Determine whether both values accurately reflect the student's current enrollment.




#### Review Calendar Grade Levels

If the student's Grade and calendar enrollment appear correct, verify that the grade is available on the enrolled calendar.

Navigate to *Scheduling & Courses > Calendar Setup > Grade Level Setup*




## Recommended Action

Determine which information does not accurately represent the student's enrollment.

### The Student's Grade is Incorrect

- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Update the **Grade** to the appropriate grade level.
- Click **Save**.

### The Student is Enrolled in Wrong Calendar

If the student's Grade is correct, but the student is enrolled in a calendar that does not offer that grade, follow the steps to End Enrollments During School Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/during-school-year) or No Show Start of School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) to end the enrollment.

Enroll the student in the correct calendar and grade level.

### The Grade Should Be Offered for the Calendar

If both the student's Grade and calendar enrollment are correct, review information in EDDIE (https://apps.schools.nc.gov/public/f?p=125:1) (https://apps.schools.nc.gov/public/f?p=125:1)to ensure grade levels are correct. Follow the School Business process to update EDDIE grade levels.

If the Grade Level is listed in the Grade Level Setup and approved in EDDIE, verify that the Exclude from Enrollment and Exclude from State Reporting checkboxes are not checked. See image above.

## Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-04 when the grade or calendar issue has been resolved.
- Continue reviewing any remaining FATAL validation results.

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# FATAL-05

## Rule: Students Not Assigned to a Valid Track

### Summary

The validation identifies students enrolled in a track school who are not assigned to a valid track.

Track information is associated with the calendar. Review the student's calendar enrollment and the applicable calendar configuration to determine why a valid track is not assigned.

### Severity

FATAL

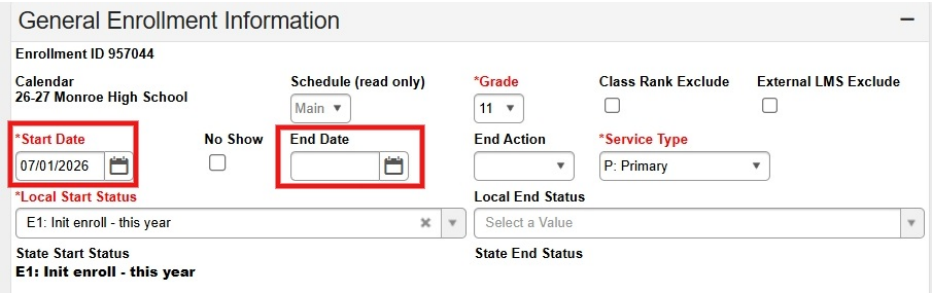
### What to Review

For each student reported in the validation, review:

- The calendar associated with the student's enrollment.
- The student's enrollment dates.
- The track configuration for the applicable calendar.

**Review the Student Enrollment**

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Review the enrollment Start and End Dates to confirm that the enrollment accurately reflects the student's attendance in the calendar.

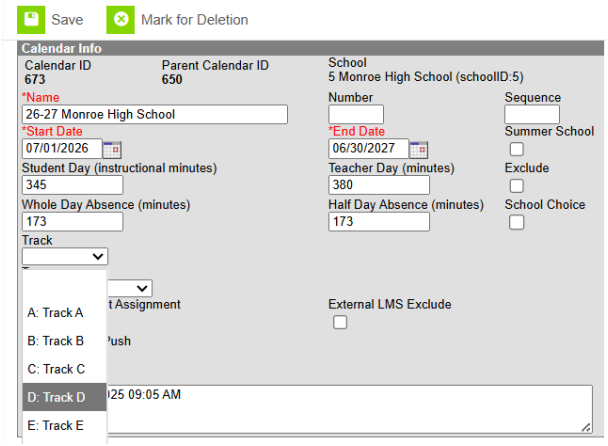


Enrollment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment)

### Review the Calendar

If the student is enrolled in the correct calendar, review the calendar configuration.

- Navigate to *Scheduling & Courses > Calendar Setup > Calendar Setup.*
- Review the track information associated with the calendar.
- Verify that the track is configured correctly for the school and calendar.




## Recommended Action

Determine whether the issue is related to the student's calendar enrollment or the calendar configuration.

### Student Is Enrolled in the Wrong Calendar

If the student should not be enrolled in the reported calendar.

- Review the student's enrollment information.
- Determine the correct calendar for the student.
- Follow the steps to End Enrollments During School Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/during-school-year-during-school-year) or No Show Start of School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) to end the enrollment.
- Enroll the student in the correct calendar following the steps in the Enrollment (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment) articles.

### Student is Enrolled in the Correct Calendar

If the student's calendar enrollment is correct, review the track configured for the calendar.

Correct the calendar setup when the track information does not accurately represent the calendar.

## Verify the Correction

- Rerun the applicable PMR FATAL Validations.

- Confirm that the student no longer appears in the FATAL-05 when the track issue has been resolved.
- Continue reviewing any remaining FATAL validation results.

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# FATAL-06

### Rule: Students With No Schedule

### Summary

This validation identifies students who have a current active enrollment but are not actively rostered into any courses scheduled during instructional periods.

### Severity

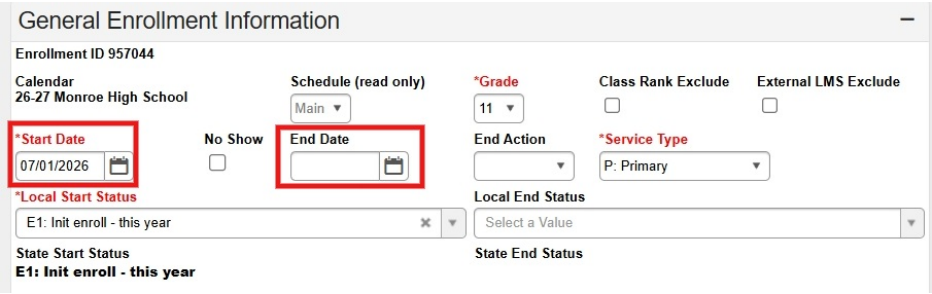
FATAL

### What to Review

For each student reported in the validation, confirm that the student should have an active enrollment as of the date the validation is run.

#### Review the Student Enrollment

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Review the enrollment information.
- Confirm that the student Start and End dates are correct and within the School Month interval.

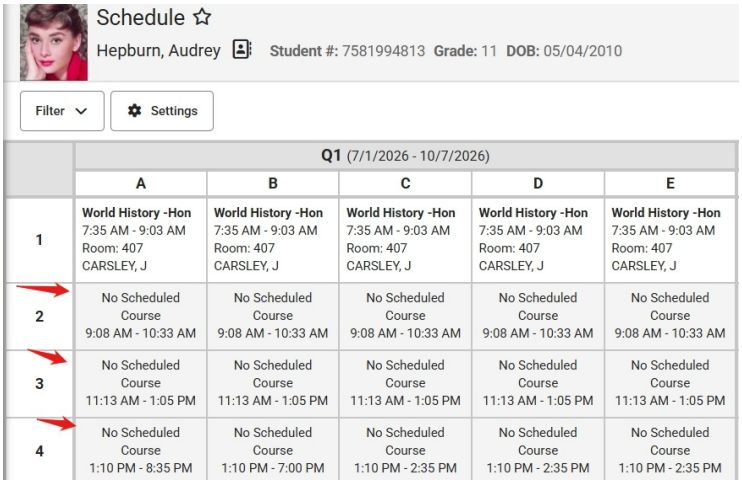



If the enrollment is correct and should be active, review the student's current schedule.

#### Review the Student Schedule

- Open *Student Information > General > Schedule*.
- Confirm that the student is rostered into the appropriate courses.
- Review the applicable roster dates.

- Confirm that the roster records are currently active.
- Confirm that the courses are scheduled during instructional periods.




## Recommended Action

Determine whether the student's active enrollment or schedule information is incorrect.

### Student Should be Actively Enrolled

If the student's active enrollment is correct but the student does not have an active schedule:

- Determine the course/sections the student should currently attend.
- Use the Walk-in Scheduler | Infinite Campus (https://kb.infinitecampus.com/help/walk-in-scheduler) to roster the student to the appropriate course/sections.
- Confirm the applicable roster dates are current.
- Confirm the course/sections meet during instructional periods.

### Student Has a Schedule

If courses appear on the student's schedule, review the roster and term information.

Confirm that:

- The course/section start date is correct.
- The course/section roster record has not ended.
- The applicable term has not ended.
- The courses are associated with instructional periods.

Correct inaccurate schedule or roster information as appropriate.

### Student Should Not Have an Active Enrollment

If the student is no longer enrolled in the school, review the student's enrollment information.

- Ensure the enrollment end date and course/section end dates align.
- If the student was a No Show, ensure the No Show checkbox is checked.

> **Important:** Do not add a schedule or change enrollment information only to clear the validation. Enrollment and schedule records must accurately represent the student's current enrollment and instructional program.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-06 when the enrollment or scheduling issue has been resolved.
- Continue reviewing any remaining FATAL validation results.

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## FATAL-26

### Rule: Students Absent On First Day of Enrollment

### Summary

This validation identifies students who are reported as Absent Att. or Absent Sch. on the first date of an enrollment.

A student is flagged when either the student's present minutes or scheduled instructional minutes are less than 50% of the instructional minutes for that date. Review the student's enrollment, attendance, schedule, and the calendar's instructional minutes to determine whether the source information is accurate.

### Severity

FATAL

### What to Review

For each student reported in the validation, review the enrollment Start Date and the student's attendance and schedule for that date.

Review the validation results

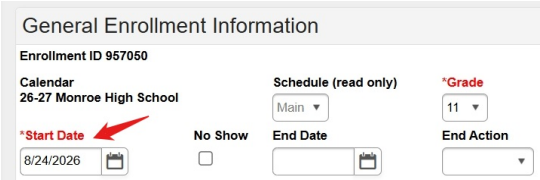
- Locate the student by State ID and confirm the school and calendar.
- Review **First Instructional Day**, **Present Minutes**, **Instructional Minutes**, and **Percent Present First Day**.
- Use the **Student Day Detail** report for the same date to determine whether the student was reported as Absent Att. or Absent Sch.

**Absent Att.** means the student's present minutes were less than 50% of the instructional minutes. **Absent Sch.** means the student's scheduled instructional minutes were less than 50% of the instructional minutes. Either status can cause this validation to report the student.

> **Note:** Exactly 50% meets the threshold. The validation reports students below 50%.

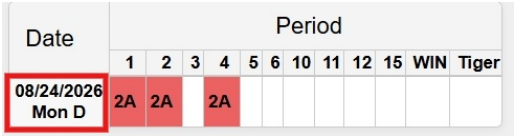
Review the enrollment Start Date

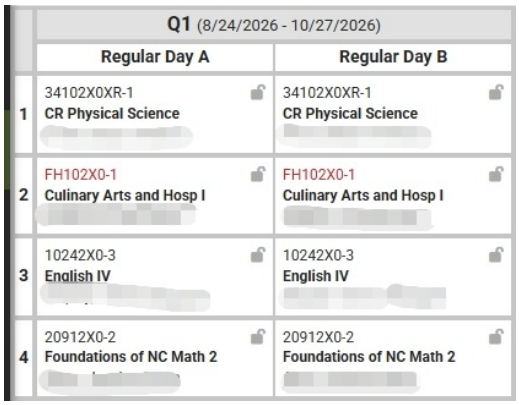
- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the **Start Date** and confirm it reflects the student's actual first day of enrollment.




Review attendance and schedule

- Open *Student Information > General > Attendance*.
- Locate the attendance record for the enrollment Start Date.
- Review the **Attendance Code/Excuse** and applicable present minutes or time.
- Open *Student Information > General > Schedule*.
- Review the courses, periods, and roster dates in effect on the enrollment Start Date.
- Confirm the schedule reflects the instruction the student was expected to receive on that date.

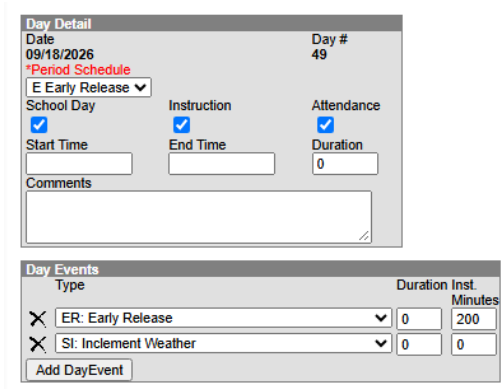





Review instructional minutes

- Open *Scheduling & Courses > Calendar Setup > Calendar Information* and review **Student Day Minutes**.
- Open *Scheduling & Courses > Calendar Setup > Day Setup* and review any applicable **Day Events** for the enrollment Start Date.
- Confirm the instructional minutes used for that date match the school's calendar.

For this validation, an applicable abbreviated day event with standard code **AD** and instructional minutes greater than 0 may determine the day's instructional minutes. If multiple qualifying events are scheduled, the system uses their average instructional minutes. If there is no qualifying event, the system uses the calendar's **Student Day** minutes.




Refer to the School Attendance and Student Accounting (SASA) Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) for initial enrollment day attendance requirements and applicable exceptions.

## Recommended Action

Determine whether the attendance, schedule, calendar, or enrollment Start Date needs correction. Update source records only when they do not accurately reflect the student's enrollment and instructional day.

### Student Was Present for the Full Day

If the attendance record is incorrect and the student was present for the full instructional day:

- Open *Student Information > General > Attendance*.
- Select the attendance record for the student's first day of enrollment.
- Clear the incorrect **Attendance Code/Excuse**.
- Clear any present minutes associated with the incorrect attendance entry.
- Select **Save**.

**Student Was Present for at Least 50% of the Instructional Day**

If the student arrived late or left early but was present for at least 50% of the instructional day:

- Review the documentation supporting the student's attendance.
- Open the attendance record for the first day of enrollment.
- Select the appropriate **Attendance Code/Excuse**.
- Enter or correct the applicable attendance time information.
- Select **Save**.

**Important:** Use the appropriate attendance code based on the reason for the student's partial day attendance. Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)for attendance code requirements.

**Student Did Not Meet the Initial Enrollment Day Requirement**

If the student was not present for at least 50% of the instructional day and no applicable exception applies:

- Review the student's attendance to determine the first day the student met the initial enrollment day attendance requirement.
- Open the applicable enrollment record.
- Update the **Start Date** to the appropriate date.
- Verify that the attendance information for the new Start Date is accurate.
- Select **Save**.

The SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) states that when a student is not present on the initial enrollment day, the initial enrollment date must be moved forward until the student meets the requirements to be counted present, unless an identified exception applies.

**Important:** Do not change attendance or the enrollment Start Date only to clear the Warning. The records must accurately reflect when the student began enrollment and the student's actual attendance.

**Student Schedule Is Incorrect**

If the schedule does not accurately reflect the instruction the student was scheduled to receive:

- Open *Student Information > General > Schedule*.
- Review the courses and sections the student was expected to attend.
- Correct missing or inaccurate course enrollments or roster dates, as appropriate.
- Confirm courses that should count toward instructional minutes are marked for attendance taking and are scheduled during instructional periods.
- Select **Save** where applicable.

**Calendar Instructional Minutes are Incorrect**

If the calendar information does not accurately reflect the instructional day:

- Correct6 the Student Day Minutes or Day Event information, as appropriate.
- Confirm the updated minutes reflect the instruction scheduled for that date.

> **Important**: A change to calendar minutes can affect other students and PMR calculations. Verify the calendar setup before changing it.

### Verify the Review or Correction

**If a correction was made:**

- Rerun the PMR FATAL Validations.
- Confirm FATAL-26 reflects the corrected information.
- Continue reviewing any remaining FATAL validation results.

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### Choose where to go next:

FATAL Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-fatal-validations) INFO Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-info-validations) Main PMR (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/principals-monthly-report-pmr)

## FATAL-07

### Rule: Enrollments Marked State Exclude

### Summary

This validation identifies students whose enrollment is marked State Exclude.

The State Exclude option prevents the enrollment from being included in state reporting. Review the enrollment to determine whether the student should be excluded from state reporting.

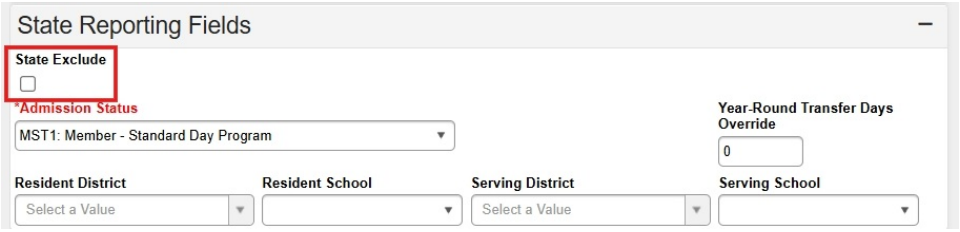
### Severity

FATAL

### What to Review

For each student reported in the validation, review the applicable enrollment.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the applicable **enrollment** record.
- Locate the State Reporting Fields section.
- Review the State Exclude checkbox.
- Determine whether the student's enrollment should be excluded from state reporting.




### Recommended Action

#### Enrollment Should be Included in State Reporting

If the State Exclude checkbox is checked incorrectly:

- Open the applicable **enrollment** record.
- Locate the **State Reporting Fields** section.
- Uncheck the **State Exclude** checkbox.
- Select **Save**.

#### Enrollment is Marked State Exclude

The State Exclude checkbox should not be checked for any student enrollment. If the enrollment should not be included in state reporting, use the student's Admission Status to adjust reporting parameters.

- Open the applicable **enrollment** record.
- Locate the **State Reporting Fields** section.
- Uncheck the **State Exclude** checkbox.
- Choose the appropriate **Visitor** Status.
- Select **Save**.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-07 when the State Exclude issue has been resolved.
- Continue reviewing any remaining FATAL validation results.

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## FATAL-08

### Rule: Students Whose Membership Days Exceed the Number of Days in Reporting Interval

### Summary

This validation identifies students whose calculated membership days exceed the number of instructional days in the school's reporting interval.

This may occur when a student transfers from another school during the same PMR reporting interval and membership days from the previous school must be accounted for at the receiving school.

### Severity

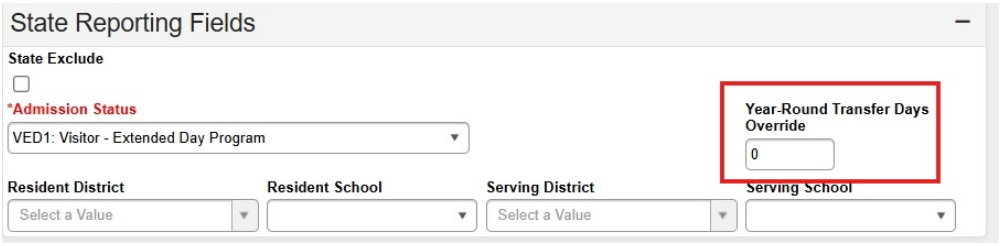
FATAL

### What to Review

For each student reported in the validation, review the student's enrollment records for the applicable PMR reporting interval.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Review the student's current enrollment.
- Review the student's previous enrollment during the same school year.
- Determine whether the student transferred from another school during the same PMR reporting interval.
- Determine the number of applicable instructional days the student was previously in membership at the prior school during the reporting interval.

Verify that the enrollment Start Date and Start Status accurately reflect the student's transfer.



### Recommended Action

If the student transferred from another school during the same PMR reporting interval, enter the applicable transfer days on the current enrollment.

- Open the applicable **enrollment** record.
- Locate the **State Reporting Fields** section.
- Locate the Year-Round Transfer Days Override field.
- Enter the number of applicable days the student was previously in membership at the prior school during the same PMR reporting interval.
- Select **Save**.




**Important:** Enter only the applicable instructional days from the previous school that will fall within the same PMR reporting interval. Do not enter the total number of days the student attended the previous school during the school year.

#### Enrollment Information Is Incorrect

If the student's enrollment information does not accurately reflect the transfer:

- Review the current and previous enrollment dates and statuses.
- Compare the enrollment information with the student's supporting enrollment records.
- Correct inaccurate enrollment dates and/or statuses.
- Save any changes.

Do not enter a Year-Round Transfer Days Override only to clear the validation when the underlying enrollment information is incorrect.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-08 when the membership or transfer-day information has been corrected.
- Continue reviewing any remaining FATAL validation results.

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# FATAL-09

## Rule: Students With Overlapping Primary Enrollment Records

### Summary

This validation identifies students who have overlapping **Primary** enrollments at different schools within the same Public School Unit (PSU).

Review the student's enrollment records to determine whether the enrollment dates and statuses accurately reflect when the student ended enrollment at one school and began enrollment at the other school.

### Severity

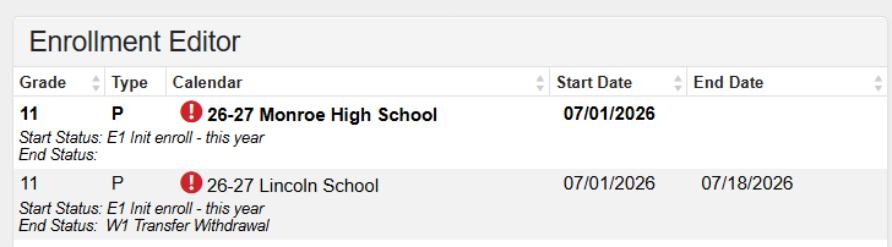
FATAL

### What to Review

For each student reported in the validation, review the overlapping enrollment records.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Review the student's **enrollment** records for the current school year.
- Identify the **Primary** enrollments that overlap.
- Review **Start Date** and **Local Start Status** for the current enrollment.
- Review the applicable enrollment information for the previous school.
- Determine when the student stopped attending the previous school and began attending the current school.
- Compare the enrollment information with available documentation to determine whether the dates and statuses accurately reflect the student's enrollment history.

Contact the other school within the PSU, as needed, to confirm the student's enrollment timeline.




**Important:** Do not change enrollment dates or statuses only to remove the overlap. The enrollment records must accurately reflect when and how the student enrolled at each school.

### Recommended Action

Determine which enrollment information does not accurately represent the student's enrollment history.

**Current Enrollment Start Date Is Incorrect**

If the student began attending the current school on a different date than the date reported:

- Review the documentation supporting the student's enrollment.
- Open the applicable **current enrollment** record.
- Correct the **Start Date** to accurately reflect when the student began enrollment at the school.
- Confirm that the remaining enrollment information is accurate.
- Select **Save**.

**Previous Enrollment Information Is Incorrect**

If the current enrollment accurately reflects when the student began attending the school, review the previous school's enrollment.

- Confirm when the student stopped attending the previous school.
- Review the previous enrollment's **End Date** and **Local End Status**, as applicable.
- Determine whether the previous enrollment accurately reflects the student's enrollment history.
- Correct inaccurate enrollment information at the applicable school.

Because both schools are within the same PSU, coordinate with the applicable school when another school's enrollment record requires correction.

> **Important:** Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) when determining the appropriate Enrollment or Withdrawal Code. Do not change an accurate Enrollment or Withdrawal Code solely to eliminate the overlapping enrollment.

### Verify the Correction

- Review the student's enrollment records again.
- Confirm that the Primary enrollment records accurately reflect the student's enrollment timeline.
- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-09 after the overlapping Primary enrollment has been resolved.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-10

## Rule: Students with Multiple Matching Enrollment Records

### Summary

This validation identifies students with overlapping membership enrollments at schools in different Public School Units (PSUs).

Review the student's enrollment records to determine which school should report the student in membership during the overlapping timeframe.

### Severity

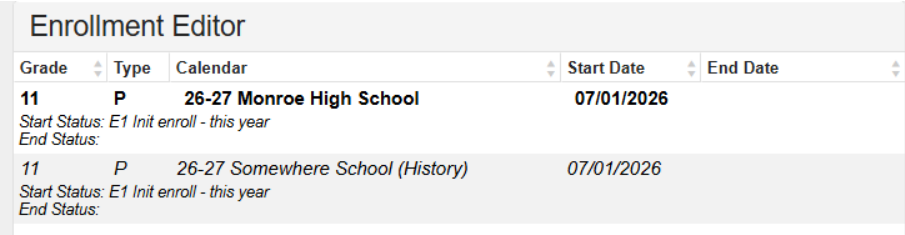
FATAL

### What to Review

For each student reported in the validation, review the student's enrollment information and determine whether the local enrollment accurately reflects when the student began attending the school.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Review the student's current **enrollment**.
- Review **Start Date**, **Start Status**, and **Admission Status.**
- Compare the enrollment information with available documentation showing when the student began attending the school.
- Determine whether the local enrollment dates accurately reflect the student's enrollment and attendance.

When the local enrollment is accurate, determine whether the overlapping enrollment is associated with another PSU.

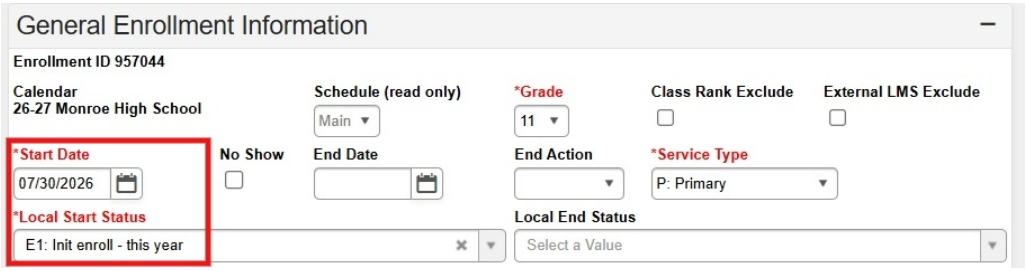



### Recommended Action

The correction depends on which enrollment is inaccurate.

#### Local Enrollment is Incorrect

- Review the documentation supporting the student's enrollment.
- Open the applicable **enrollment** record.
- Correct the **Start Date**, **Start Status**, or other applicable enrollment information.
- Select **Save**.




**Local Enrollment Is Correct**

If the local enrollment accurately reflects the student's enrollment and attendance, contact the other PSU to resolve the overlapping enrollment.

Provide the information needed to determine:

- When the student stopped attending the previous school.
- When the student began attending the current school.
- Which enrollment record requires correction.

The PSU with the inaccurate enrollment should correct the applicable enrollment dates or statuses. Depending on PSU processes, the enrollment history record from the previous school can be corrected in the student's current enrollment records, rather than transferring records again.

**Student Is Attending More Than One School**

If the student is legitimately receiving services or taking courses at more than one school, review the Admission Status and enrollment information at each school.

A student may be enrolled at more than one school, but the student's membership status must accurately identify the school responsible for reporting the student in membership.

- Open the applicable **enrollment** record.
- Correct the Admission Status to reflect **VST1: Visitor - Standard Day Program/Foreign Exchange Student**.
- If the student is cross-enrolled, verify the Local Start Status is **X1: Cross Enrollment**.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-10 after the overlapping membership enrollment has been resolved.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-11

## Rule: Students With Missing Enrollment Start Status

### Summary

This validation identifies students whose enrollment does not have a **Start Status**.

The Start Status identifies how the student entered or re-entered the school during the current school year. Review the student's enrollment records to determine the appropriate enrollment code.

### Severity

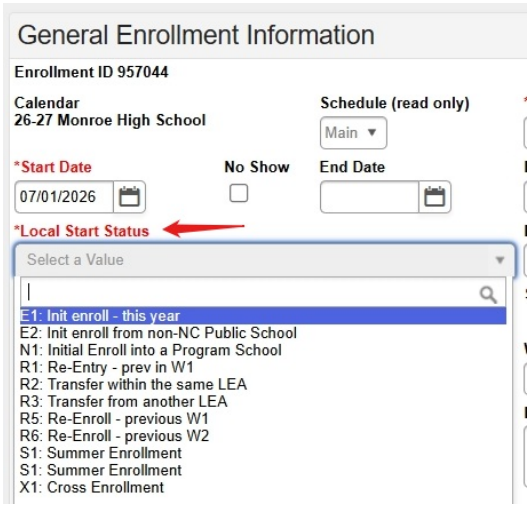
FATAL

### What to Review

For each student reported in the validation, review the applicable enrollment and the student's current-year enrollment records.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the enrollment record missing the **Start Status.**
- Locate the **General Enrollment Information** section.
- Review **Local Start Status**.
- Review the student's previous enrollments during the current school year, when applicable.
- Determine how the student entered or re-entered the school.

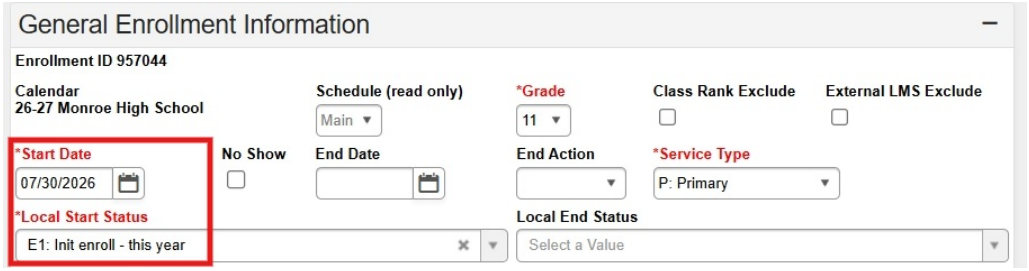
Use School Attendance and Student Accounting (SASA) Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) to determine the appropriate enrollment code based on the student's current year enrollment history.




### Recommended Action

If Local Start Status is blank:

- Review the student's current year enrollment records.
- Determine the appropriate code according to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394).
- Open the applicable **enrollment** record.
- Correct the **Start Status.** Ensure all other enrollment information is correct.
- Select **Save**.




**Important:** Do not select a Start Status only to clear the validation. The enrollment code must accurately reflect how the student entered or re-entered the school during the current school year.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in the FATAL-11 after the appropriate Start Status has been entered.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-12

### Rule: Students With Invalid Enrollment End Status

### Summary

This validation identifies students whose enrollment **End Status** is not mapped to a valid state Withdrawal Code.

The End Status identifies how the student ended the enrollment. Review the student's enrollment and withdrawal information to determine the appropriate code.

### Severity

FATAL

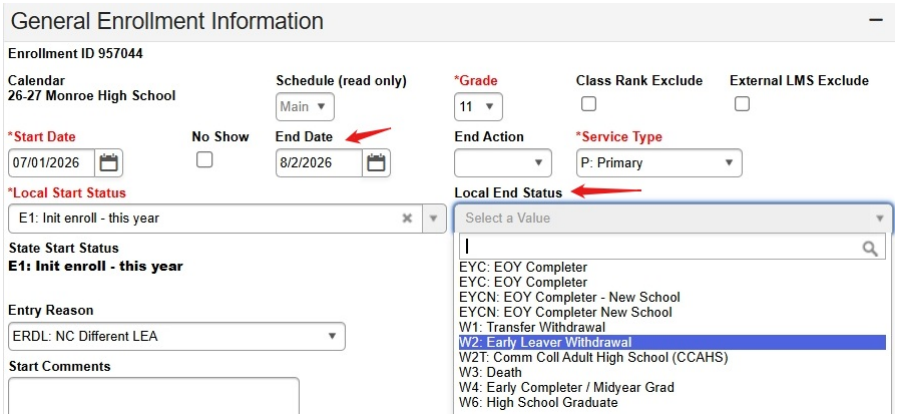
### What to Review

For each student reported in the validation, review the applicable enrollment and the circumstances related to the student's withdrawal.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Locate the **General Enrollment Information** section.
- Review **Local End Status**.
- Review the **End Date** and available documentation supporting the student's withdrawal.
- Determine whether the **End Status** accurately reflects how the student ended the enrollment.

Refer to 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) to determine the appropriate Withdrawal Code.

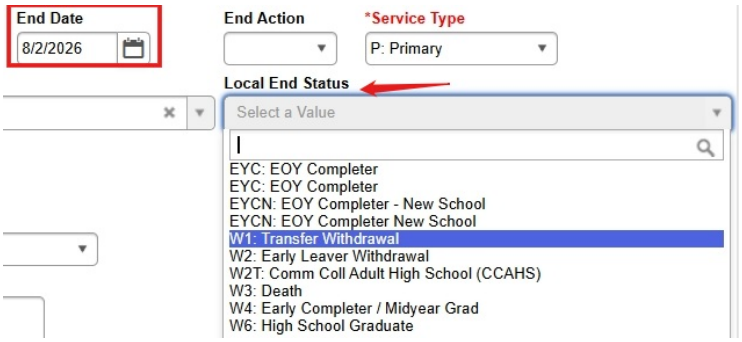
> **Note:** Withdrawal Codes are based on the circumstances of the student's withdrawal. Do not select a different End Status only to clear the validation.




## Recommended Action

If Local End Status is not mapped to the appropriate state Withdrawal Code:

- Review the documentation supporting the student's withdrawal.
- Determine the appropriate Withdrawal Code according to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394).
- Open the applicable **enrollment** record.
- Update the **Local End Status.**
- Verify the **End Date** accurately reflects the student's withdrawal. Ensure all other enrollment information is correct.
- Select **Save**.




**Important:** The withdrawal date and code should accurately represent the student's enrollment history. Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) when determining the appropriate Withdrawal Code and withdrawal date.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-12 after the appropriate End Status has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-13

### Rule: Students With Multiple E1/E2 Entries in the Same School Year

### Summary

This validation identifies students who have 2 or more enrollments coded E1 or E2 during the same school year.

The E1 code is used for a student's initial entry into a public school for the school year when the student has not previously been enrolled in a public school during that school year. The E2 code is used for a student's initial entry into a public school for the school year when the student was previously enrollment in a public school outside North Carolina.

Review the student's current year enrollment records to determine which enrollment should remain E1 or E2 and which enrollment should use a different Start Status.

### Severity

FATAL

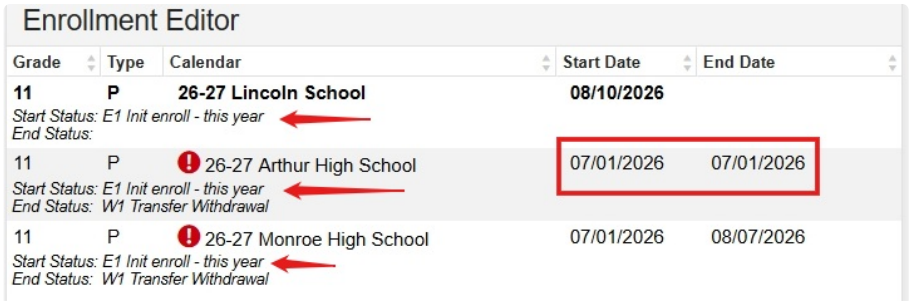
### What to Review

For each student reported in the validation, review all current year enrollment records.

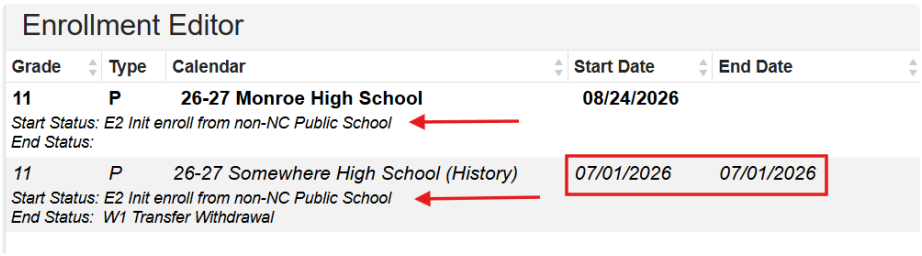
- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Review all enrollment records for the current school year.
- Identify each enrollment with **Local Start Status of E1 or E2.**
- Review the **Start Date**, **End Date**, and **No Show** status for each record.
- Determine whether an enrollment was intended to be processed as a No Show.
- If both the Start Date and End Date are the same date, verify whether the student attended the school or should have been processed as a No Show.
- Pay particular attention to enrollment records with Start Date and End Date of 7/1, which may indicate an enrollment that was processed as a No Show but does not have No Show selected.
- If both enrollments are valid enrollment records, determine which enrollment represents the student's first public school enrollment for the current school year.
- Review the student's enrollment records to determine the appropriate Start Status for the remaining enrollment.

Refer to 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) to determine the appropriate Enrollment Code.

**Note:** Matching Start and End Dates do not by themselves confirm that an enrollment should be marked as a No Show. Verify that the student did not attend before changing the enrollment record.




Multiple E1 enrollment example.
Matching Start and End Dates may indicate the enrollment record should be classified as No Show. The enrollment record should indicate No Show next to the calendar name if it occurred in the same PSU.




Multiple E2 enrollment example.

Matching Start and End Dates may indicate the enrollment record should be classified as No Show.

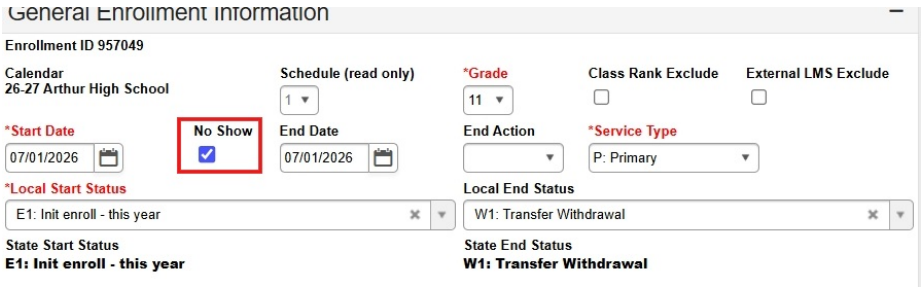
## Recommended Action

Determine whether the additional E1 or E2 enrollment is a No Show or an active enrollment with incorrect Start Status.

### Enrollment Should Have Been Processed as a No Show

If the student did not attend and the enrollment should have been processed as a No Show:

- Confirm that the student did not attend under the enrollment.
- Open the applicable **enrollment** record.
- Review the **Start Date** and **End Date**.
- Confirm that the enrollment information reflects the applicable **Local Start Status** and **Local End Status**.
- Check **No Show**.
- Select **Save**.



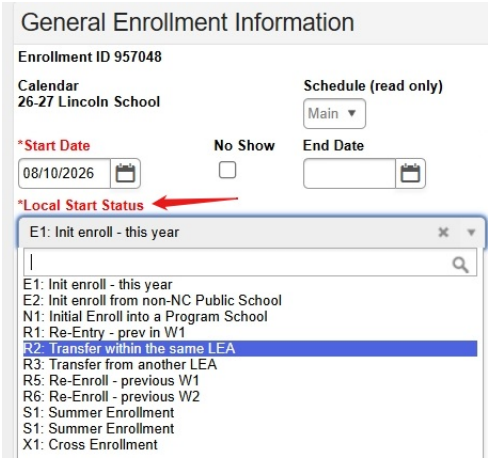

**Note:** An enrollment with the same Start Date and End Date, including an enrollment using 7/1 for No Show processing, may indicate that the No Show checkbox was not selected. Confirm the student's attendance and enrollment information before making the correction.

### Both Enrollments Are Valid

If both enrollment records represent actual enrollment during the school year:

- Determine which enrollment should remain coded E1 or E2.
- Select the **enrollment record** that should be corrected.

- Locate the **General Enrollment Information** section.
- Determine the appropriate **Local Start Status** based on the student's current year enrollments and the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394).
- Update the **Local Start Status**.
- Select **Save**.




**Important:** Do not change the E1 or E2 code only to clear the validation. The Start Status must accurately reflect how the student entered or re-entered the school during the current school year.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-13 after the duplicate E1/E2 condition has been resolved.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-17

### Rule: Graduated Students in a Grade Level Ineligible for Graduation

### Summary

This validation identifies students in a grade level below 10 whose enrollment has a Local End Status of W4.

W4 is used when a student completes the formal instructional program before the end of the school year. Review the student's grade level, enrollment, and withdrawal information to determine whether the W4 End Status accurately reflects the student's circumstances.

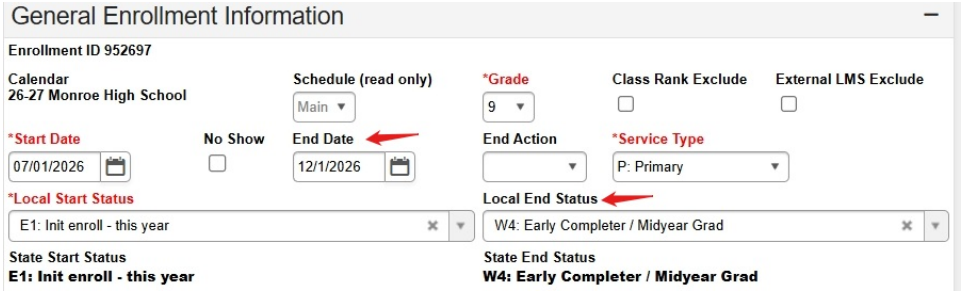
### Severity

FATAL

### What to Review

For each student reported in the validation, review the applicable enrollment record.

- Search for the **student**.
- Open *Student Information > General > Enrollments*.
- Select the enrollment record with a **Local End Status of W4**.
- Review the student's **Grade**.
- Review the **End Date** and **Local End Status.**




- Review the documentation supporting the student's withdrawal.
- Determine whether the student's Grade and Local End Status accurately reflect the student's enrollment and completion status.

Refer to 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) to determine the appropriate Withdrawal Code.

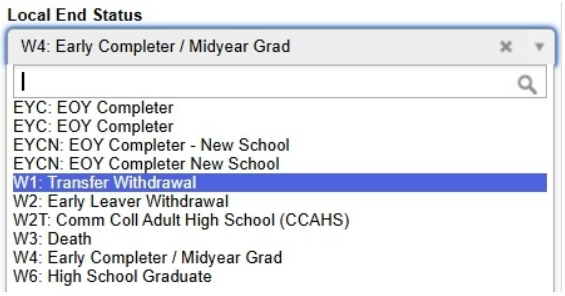
### Recommended Action

Determine whether the student's **Local End Status** or **Grade** is incorrect.

#### Local End Status is Incorrect

If the student did not complete the formal instructional program and W4 was entered incorrectly:

- Review the documentation supporting the student's withdrawal.
- Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) to determine the appropriate Withdrawal Code.
- Open the applicable enrollment record.
- Update the **Local End Status.**
- Verify that the **End Date** accurately reflects the student's withdrawal.
- Select **Save**.




### Grade is Incorrect

If W4 accurately represents the student's completion status but the reported Grade is incorrect:

- Review the student's enrollment and academic records.
- Determine the grade level that accurately reflects the student's enrollment.
- Follow the applicable grade level correction process. See the Retention/Promotion During School Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentionpromotion-during-school-year) articles for steps on correcting grade levels.
- Verify that the corrected enrollment accurately reflects the student's enrollment history.

**Important:** Do not change the Grade or Local End Status only to clear the validation. Both values must accurately reflect the student's enrollment and completion status.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-17 after the enrollment information has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-18

### Rule: School With Instructional Days After June 30

### Summary

This validation identifies calendars with instructional days scheduled after June 30.

Review the calendar to identify dates after June 30 that are marked as school, instructional or attendance days.

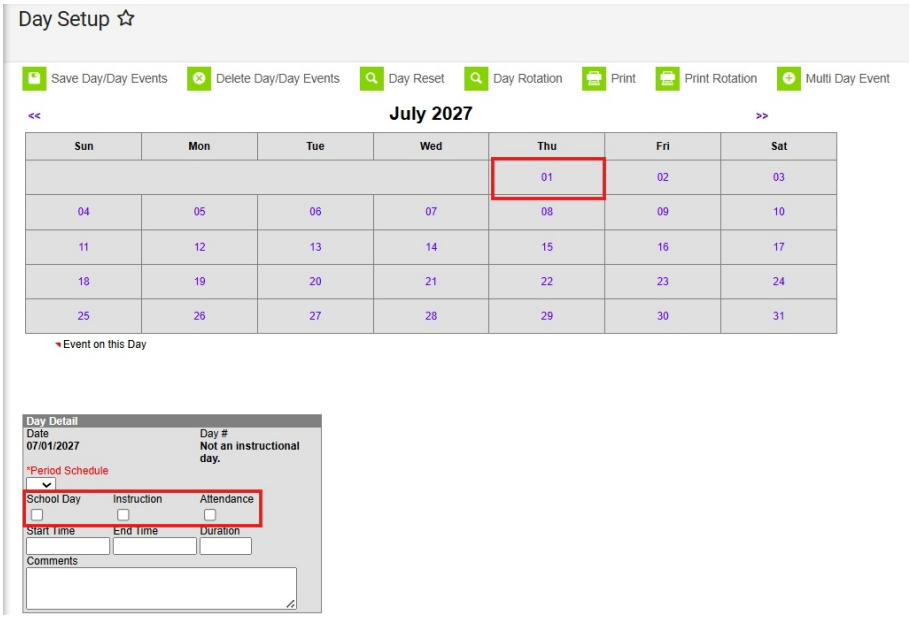
### Severity

FATAL

### What to Review

Review the applicable calendar for days scheduled after June 30.

- Select the applicable school and calendar.
- Open *Scheduling & Courses > Calendar Setup > Day Setup*.
- Locate any calendar days after **June 30**.
- Select each applicable date.
- Review the **School Day**, **Instruction,** and **Attendance** settings.




- Determine whether the date was incorrectly configured as part of the instructional school year.

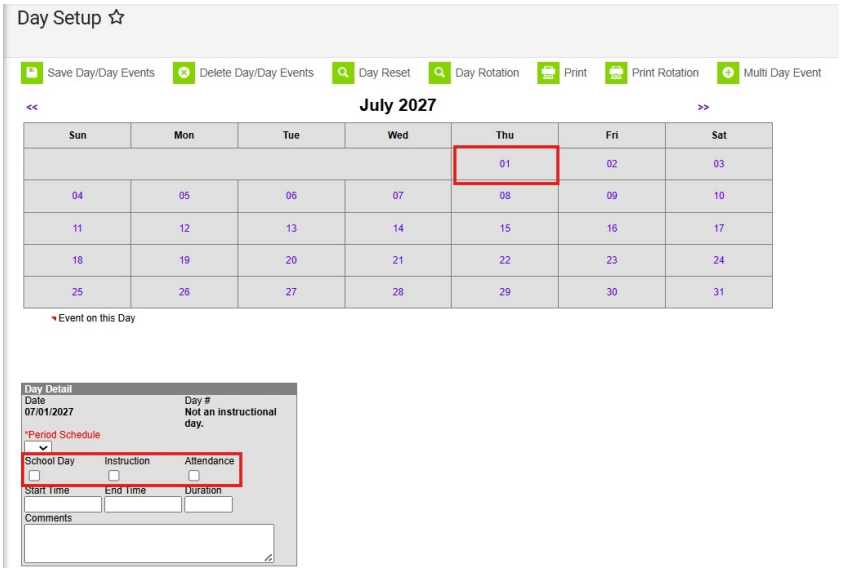
> **Note:** The school calendar must fall within the applicable fiscal year. Instructional days used to meet school calendar requirements cannot extend beyond June 30. Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for more information regarding calendar setup.

### Recommended Action

If a date after June 30 is incorrectly configured as an instructional day:

- Open *Scheduling & Courses > Calendar setup > Day Setup*.
- Select the applicable date after June 30.
- Clear **School Day**.
- Clear **Instruction.**
- Clear **Attendance**.
- Select **Save Day/Day Events**.

- Repeat the steps above for each applicable date after June 30.




**Important:** Before changing calendar information, confirm that the selected date should not be part of the instructional school year. Calendar setup should accurately reflect the PSUs approved school calendar.

### Verify the Correction

- Review **Day Setup** and confirm that no instructional days remain after June 30.
- Rerun the applicable PMR FATAL Validations.
- Confirm that the calendar no longer appears in FATAL-18 after the calendar issue has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-19

### Rule: Calendar Not Configured

### Summary

This validation identifies calendars where required **Calendar Information** values are missing or incomplete.

Review the calendar to confirm that **Student Day**, **Teacher Day**, and **Whole Day Absence** minutes are entered and accurately reflect the school's instructional day.

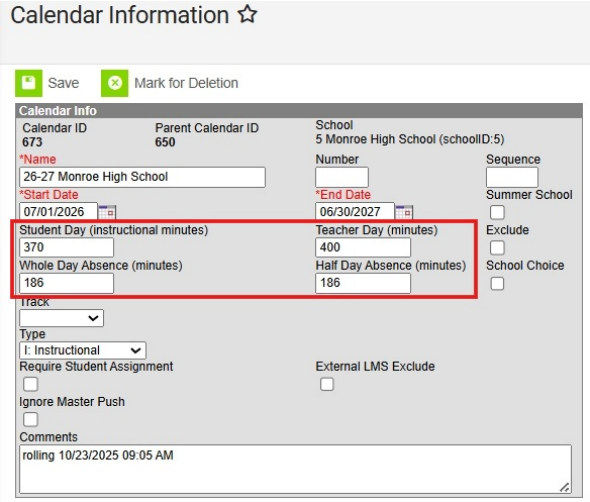
### Severity

FATAL

### What to Review

Review the applicable calendar in **Calendar Information**.

- Select the applicable calendar
- Open *Scheduling & Courses > Calendar Setup > Calendar Information*.
- Review **Student Day** minutes.
- Review **Teacher Day** minutes.
- Review **Whole Day Absence** minutes.




- Compare the values with the school's instructional schedule and bell schedule.

**Use the following guidelines:**

- **Student Day** should reflect the instructional minutes of a fully scheduled student on a regular instructional day.
- **Teacher Day** should reflect the total number of minutes from the school start time through the school end time, including instructional and non-instructional time.
- **Whole Day Absence** should equal one-half of the Student Day plus 1 minute or be rounded to the nearest whole minute when the calculation results in a half minute.

See the New School Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/new-school-year) article for more information on calendar information setup.

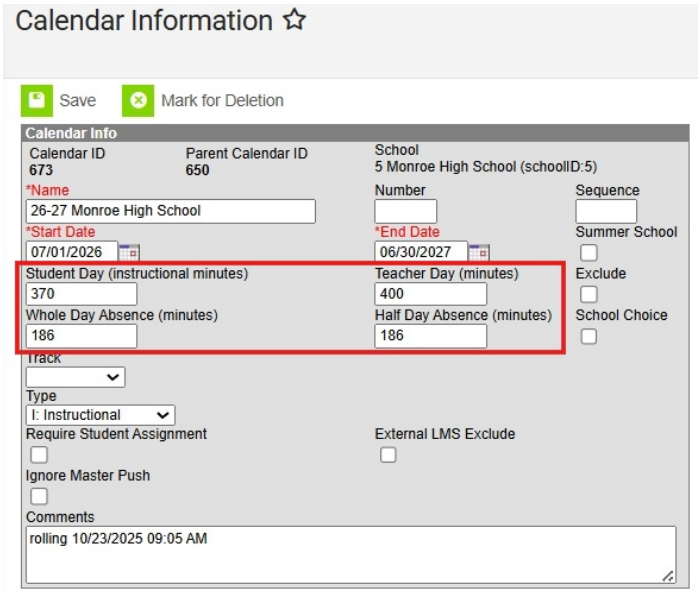
**Whole Day Absence Examples**

| Student Day | Calculation | Whole Day Absence |
|---|---|---|
| 370 minutes | 370 ÷ 2 = 185, then +1 | 186 minutes |
| 371 minutes | 371 ÷ 2 = 185.5 then rounded | 186 minutes |

### Recommended Action

Enter the correct required calendar minute values.

- Open *Scheduling & Courses > Calendar Setup > Calendar Information*.
- Select the applicable calendar.
- Enter the appropriate **Student Day** minutes based on the instructional day for a fully scheduled student.
- Enter the appropriate **Teacher Day** minutes based on the school's bell-to-bell day.
- Calculate and enter the **Whole Day Absence** using one-half of the Student Day plus 1 minute, or round to the nearest whole minute when applicable.
- Select **Save.**




**Important:** Use the school's actual instructional schedule and bell schedule when entering these values. Do not enter values only to clear the validation.

### Verify the Correction

- Review **Calendar Information** and confirm that **Student Day**, **Teacher Day**, and **Whole Day Absence** contain the correct values.
- Rerun the applicable PMR FATAL Validations.
- Confirm that the calendar no longer appears in FATAL-19 after the required values have been entered or corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-20

### Rule: Reporting Intervals Incorrectly Configured

#### Summary

This validation identifies school calendars where the **School Months** do not meet North Carolina reporting requirements.

The school year must contain 9 reporting intervals based on instructional days.

- **Months 1 and 2:** Exactly 20 instructional days each.
- **Months 3-9:** Between 16 and 26 instructional days each.

Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) for more information on calendar requirements.

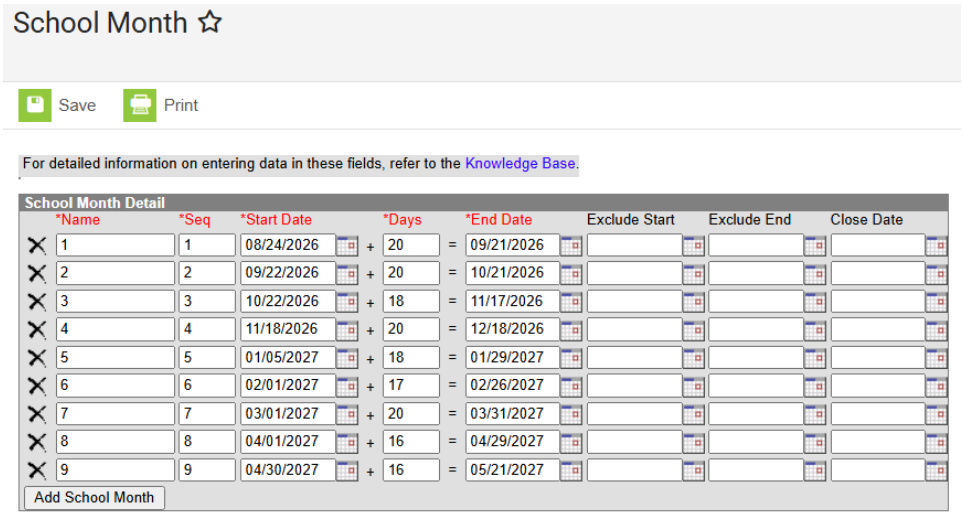
#### Severity

FATAL

#### What to Review

Review the **School Month** setup for the calendar reported in the validation.

- Select the applicable school and calendar.
- Open *Scheduling & Courses > Calendar Setup > School Month*.
- Confirm that **9 School Months** are configured.
- Review the **Days** count for each School Month.



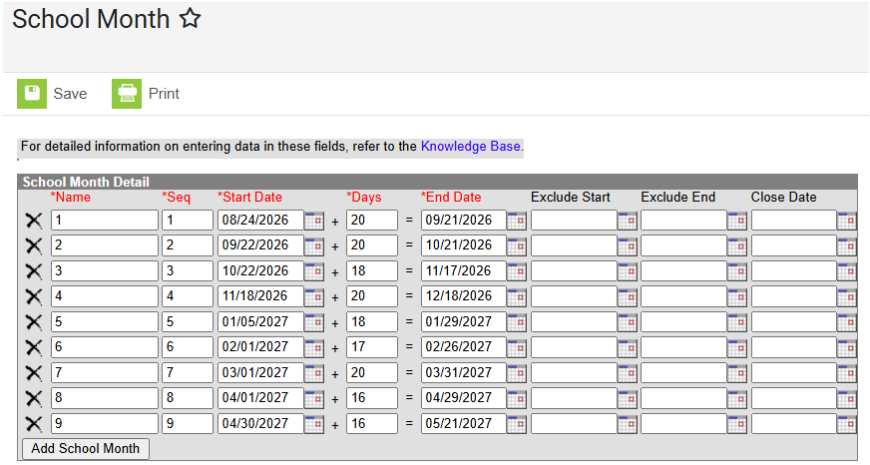

- Confirm that Months 1 and 2 contain exactly **20 instructional days** each.
- Confirm that Months 3-9 contain between **16 and 26 instructional days** each.
- Review the Start Date and End Date for each School Month to confirm that the reporting intervals follow the school's instructional calendar.

**Note:** School month reporting intervals are based on instructional days, not calendar days.

### Recommended Action

Correct the School Month configuration when the reporting intervals do not meet requirements.

- Open *Scheduling & Courses > Calendar Setup > School Month*.
- Review each **School Month Sequence**.
- Adjust the applicable **Start Date** and **End Date** so that:
  - Months 1 and 2 each contain exactly **20 instructional days**.
  - Months 3-9 contain between **16 and 26 instructional days**.




- Confirm that all **9 School Months** are configured.
- Verify that the School Months follow the school's instructional calendar.
- Select **Save.**

Refer to the School Months (North Carolina) | Infinite Campus (https://kb.infinitecampus.com/help/school-months-north-carolina) article for detailed system instructions for configuring School Months.

**Important:** Do not add or remove instructional days from the school calendar only to correct the School Month count. The **School Month** reporting intervals should be configured around the school's approved instructional calendar.

### Verify the Correction

- Review all 9 School Month Sequences.
- Confirm that Months 1 and 2 each contain **20 instructional days**.
- Confirm that Months 3-9 each contain **16-26 instructional days**.

- Rerun the applicable PMR FATAL Validations.
- Confirm that the calendar no longer appears in FATAL-20.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-21

### Rule: Students Missing Admission Status

### Summary

This validation identifies students whose enrollment is missing an **Admission Status**.

Admission Status identifies whether an enrolled student is considered in membership or visiting for state reporting. All students must have the appropriate Admission Status.

### Severity

FATAL

### What to Review

For each student reported in the validation, review the Admission Status on the applicable enrollment record.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Locate the **State Reporting Fields** section.
- Review the **Admission Status**.




- Review the student's enrollment and instructional day to determine the appropriate Admission Status.

Refer to the School Attendance and Student Accounting (SASA) Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) to determine the appropriate Admission Status.

**Note:** Admission Status determines whether an enrolled student is considered in membership or visiting. The status must accurately reflect the student's enrollment and instructional day.

### Recommended Action

If **Admission Status** is missing:

- Review the student's enrollment and instructional day.
- Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) to determine the appropriate Admission Status.
- Open the applicable enrollment record.
- Locate the **State Reporting Fields** section
- Select the appropriate **Admission Status**.
- Select **Save**.

**Important:** Do not select an Admission Status only to clear the validation. The selected status must accurately reflect whether the student is in membership or visiting according to the NCDPI student accounting requirements.




### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-21 after the appropriate Admission Status has been entered.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-22

### Rule: Students Assigned to an Invalid Admission Status for Their Grade Level

### Summary

This validation identifies students whose **Admission Status** is not valid for the student's enrolled Grade.

Review both the student's Grade and Admission Status to determine which value does not accurately reflect the student's enrollment and instructional day.

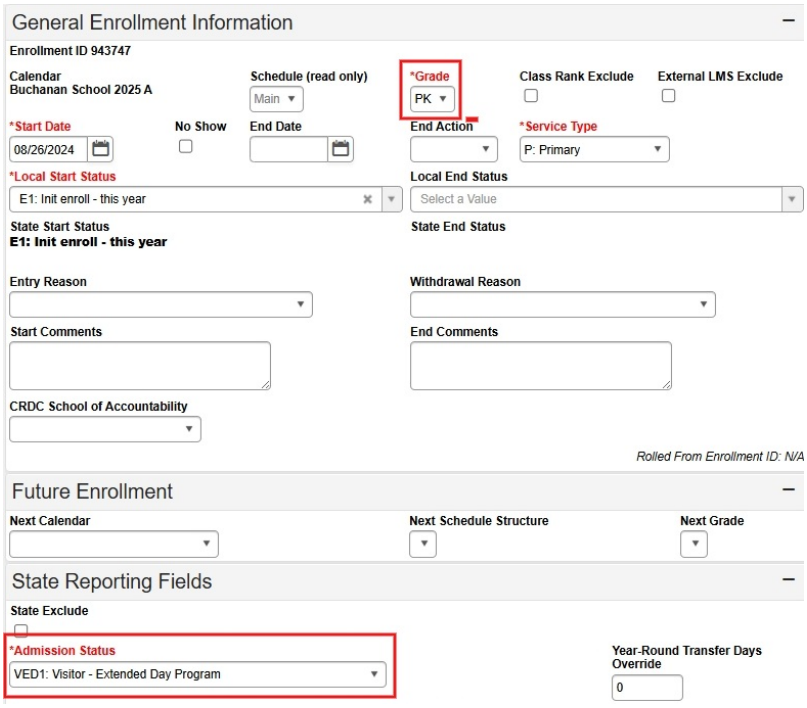
### Severity

FATAL

### What to Review

For each student reported in the validation, review the **Grade** and **Admission Status** on the applicable enrollment record.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the student's **Grade**.
- Locate the **State Reporting Fields** section.
- Review the **Admission Status**.




- Determine whether the Grade accurately reflects the student's enrollment.
- Determine whether the Admission Status is appropriate for the student's grade level and instructional day.

Refer to the School Attendance and Student Accounting (SASA) Manual (https://www.dpi.nc.gov/districts-schools/district-

operations/financial-and-business-services/student-accounting) to determine the appropriate Admission Status.

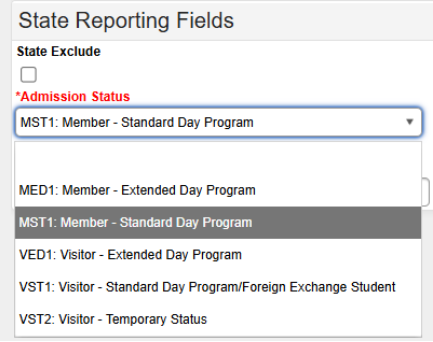
### Recommended Action

Determine whether the student's **Admission Status** or **Grade** is incorrect.

#### Admission Status Is Incorrect

If the student's Grade is correct, but the Admission Status is not appropriate for the student's grade level or instructional day:

- Review the student's instructional day.
- Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) to determine the appropriate Admission Status.
- Open the applicable enrollment record.
- Locate the **State Reporting Fields** section
- Update the **Admission Status**.
- Select **Save**.




#### Grade is Incorrect

If the Admission Status accurately reflects the student's instructional day but the student's Grade is incorrect:

- Review the student's enrollment and applicable documentation.
- Determine the correct grade level.
- Follow the appropriate grade correction using the Retention/Promotion (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentionpromotion) options.
- Confirm that the enrollment accurately reflects the student's grade placement.

> **Important:** Do not change the Grade or Admission Status only to clear the validation. Both values must accurately reflect the student's enrollment and instructional day.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-22 after the Grade or Admission Status has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-23

### Rule: Students With Incorrect Membership Status

### Summary

This validation identifies students with an **MST1** or **MED1 Admission Status** whose scheduled instructional minutes are less than 50% of the possible instructional minutes for the school day.

Students with an MST1 or MED1 Admission Status must be enrolled for at least 50% of the instructional school day to be included in membership.

### Severity

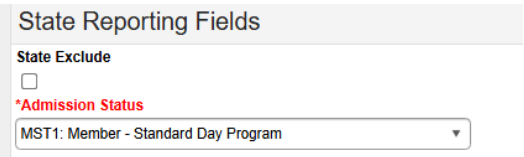
FATAL

### What to Review

For each student reported in the validation, review the student's **Admission Status,** schedule, and scheduled instructional minutes.

#### Review the Admission Status

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Locate the **State Reporting Fields** section.
- Review the **Admission Status**.




- Confirm whether the student should be considered in membership based on the student's instructional day.

#### Review the Student Schedule

- Search for the student.
- Open *Student Information > General > Schedule.*

- Review the periods and courses scheduled for the student.
- Confirm that all applicable periods and courses are included in instruction.
- Review applicable course roster dates.
- Determine whether the student's schedule accurately represents the instruction the student receives.

| | Q1 (7/1/2026 - 10/7/2026) | | | | |
|---|---|---|---|---|---|
| | A | B | C | D | E |
| 1 | 43035X0H-1 **World History - Hon** CARSLEY, J | 43035X0H-1 **World History - Hon** CARSLEY, J | 43035X0H-1 **World History - Hon** CARSLEY, J | 43035X0H-1 **World History - Hon** CARSLEY, J | 43035X0H-1 **World History - Hon** CARSLEY, J |
| 2 | 24095X0-1 **NC Math 4 Honors** Huggins-White, K Start: 9/7/2026 | 24095X0-1 **NC Math 4 Honors** Huggins-White, K Start: 9/7/2026 | 24095X0-1 **NC Math 4 Honors** Huggins-White, K Start: 9/7/2026 | 24095X0-1 **NC Math 4 Honors** Huggins-White, K Start: 9/7/2026 | 24095X0-1 **NC Math 4 Honors** Huggins-White, K Start: 9/7/2026 |
| 3 | No Scheduled Course | No Scheduled Course | No Scheduled Course | No Scheduled Course | No Scheduled Course |
| 4 | 10232X01-3 **English III** BURRIS, T | 10232X01-3 **English III** BURRIS, T | 10232X01-3 **English III** BURRIS, T | 10232X01-3 **English III** BURRIS, T | 10232X01-3 **English III** BURRIS, T |

**Review Scheduled Instructional Minutes**

Compare the student's scheduled instructional minutes with the possible instructional minutes for the applicable school day.

A student with an MST1 or MED1 Admission Status must be scheduled for at least **50% of the instructional day**.

The instructional minutes used to determine the 50% requirement may vary based on the calendar information and any **Abbreviated Day Events** that affect instructional minutes on specific dates.

**For example:**
If the Student Day is 360 instructional minutes:
360 ÷ 2 = 180 minutes

The student must be scheduled for at least 180 instructional minutes to meet the 50% requirement.

If a day has an assigned Abbreviated Day Event in Day Setup of 260 instructional minutes:
260 ÷ 2 = 130 minutes

The student must be scheduled for at least 130 instructional minutes to meet the 50% requirement for that specific date.

**Note:** The 50% requirement is not rounded. A student scheduled for less than 50% of the instructional day does not meet the membership requirement.

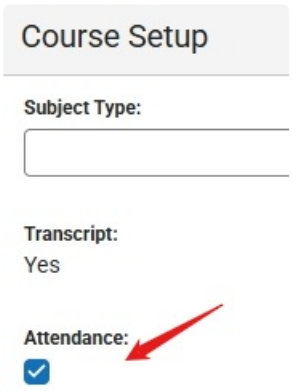
### Recommended Action

Determine whether the student's **schedule** or **Admission Status** does not accurately represent the student's instructional day.

#### Student Schedule Is Incomplete or Incorrect

If the student should receive instruction for at least 50% of the instructional day but the schedule does not accurately reflect the student's instructional day:

- Review the courses the student should attend.
- Add any missing course or section enrollments, as appropriate.
- Correct inaccurate roster dates, when applicable.
- Confirm that the courses are scheduled during instructional periods and have attendance checked.
- Verify that the corrected schedule accurately represents the student's instructional day.




The Attendance checkbox must be checked for any course that should count in instructional minutes even if placed in an instructional period.

**Important:** Do not add courses or change roster dates only to meet the 50% requirement. The student's schedule must reflect the instruction the student actually receives.

#### Admission Status Is Incorrect

If the student's schedule is accurate and the student is enrolled for less than 50% of the instructional day:

- Review the student's instructional day.
- Refer to the **School Attendance and Student Accounting (SASA) Manual** (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) to determine the appropriate Admission Status.
- Open the applicable enrollment.
- Locate the **State Reporting Fields** section.
- Update **Admission Status**.

- Select **Save**.

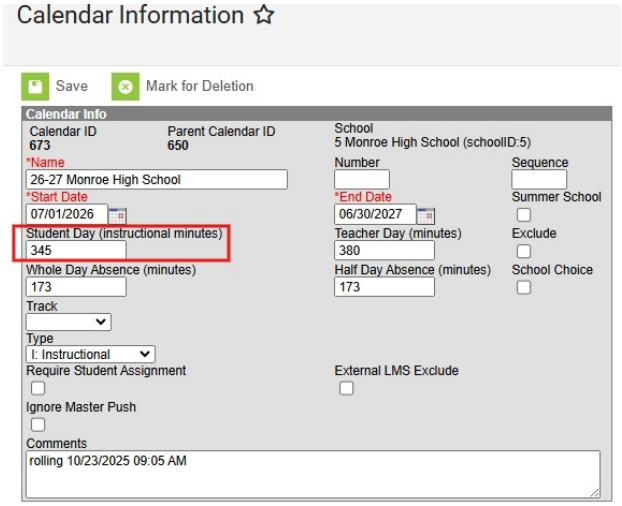
SASA identifies students enrolled for less than 50% of the applicable instructional day as visiting rather than in membership.

### Calendar Student Day Minutes Information Is Incorrect

If the student's schedule and Admission Status appear correct, review the calendar configuration to confirm that the instructional minutes accurately represent the school's instructional day.

### Review Student Day Minutes

- Open *Scheduling & Courses > Calendar Setup > Calendar Information*.
- Review **Student Day**.
- Compare the value with the instructional minutes for a fully scheduled student on a regular instructional day.
- Correct the **Student Day** value when the calendar information is inaccurate.




**Important:** A change to Student Day affects more than the individual student reported in this validation. Verify the school's calendar and instructional schedule before changing the value.

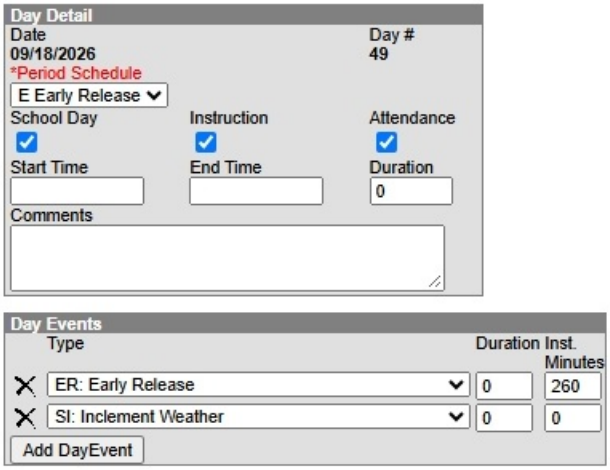
### Review Day Events and Instructional Minutes

Abbreviated Day Events may affect the instructional minutes for specific school days. Review these settings to confirm that the correct instructional minutes are used when evaluating the student's 50% membership requirement.

- Open *Scheduling & Courses > Calendar Setup > Calendar Information*.
- Select the applicable **day(s)**.
- Review any **Abbreviated Day Events** assigned to those dates.
- Verify that the **instructional minutes** associated with the Day Event accurately reflect the instruction scheduled

for that day.

- Correct inaccurate or missing Day Event information, as appropriate.




### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-23 after the schedule, Admission Status, or applicable calendar information has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-24

### Rule: Students With Extended Day status assigned to Standard Day FTE

### Summary

This validation identifies students whose **Admission Status** indicates enrollment in an Extended Day Program but whose enrollment is associated with a Standard Day FTE.

Extended Day Admission Status codes include **MED1** and **VED1**. These statues apply to students in grades 6-12 who are enrolled in an Extended Day Program.

Review the student's Admission Status and instructional program to determine whether the Extended Day status is appropriate.

### Severity

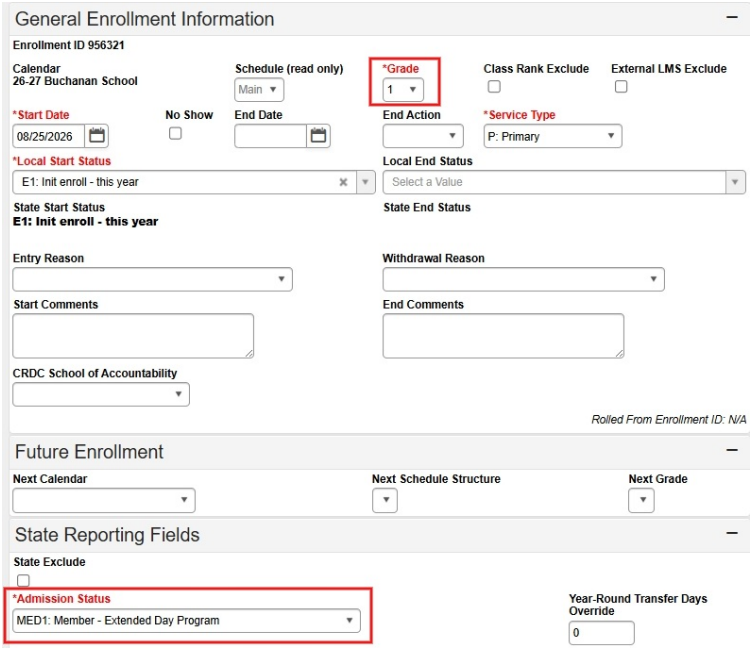
FATAL

### What to Review

For each student reported in the validation, review the student's enrollment and instructional day.

### Review the Admission Status

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the student's **Grade**.
- Locate the **State Reporting Fields** section.
- Review the **Admission Status**.




- Determine whether the Grade accurately reflects the student's grade placement.
- Determine whether the Admission Status is valid for the student's Grade and accurately reflects the student's instructional program.

Refer to the **School Attendance and Student Accounting (SASA) Manual** (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) when determining the appropriate Admission Status.

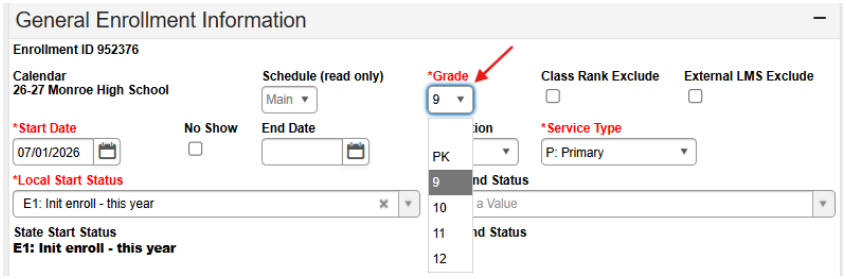
> **Note:** Students in grade levels below 6 are not eligible for an Extended Day Admission Status. MED1 and VED1 apply only to grades 6-12.

## Recommended Action

Review the student's **Grade** and **Admission Status** to determine which value does not accurately reflect the student's enrollment and instructional program.

### Grade Is Incorrect

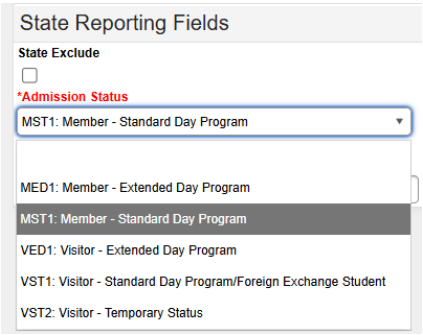
- Review the student's enrollment and applicable documentation.
- Determine the grade level that accurately reflects the student's enrollment.
- Follow the appropriate grade correction using the Retention/Promotion (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentionpromotion) options.
- Verify that the corrected enrollment accurately reflects the student's grade placement.




### Admission Status Is Incorrect

If the student's Grade is correct but the Extended Day Admission Status is incorrect:

- Review the student's instructional program.
- Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)to determine the appropriate Admission Status.
- Open the applicable enrollment.
- Locate the **State Reporting Fields** section.
- Update **Admission Status.**
- Select **Save**.




**Important:** Do not change the student's Grade or Admission Status only to clear the validation. Both values must accurately reflect the student's grade placement and instructional program.

## Verify the Correction

- Rerun the applicable PMR FATAL Validations.

- Confirm that the student no longer appears in FATAL-24 after the Grade or Admission Status has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-25

### Rule: Students With Standard Day Status assigned to Extended Day FTE

### Summary

This validation identifies students whose **Admission Status** does not align with the applicable Standard Day requirements.

Students enrolled in a track school should not have an Extended Day Admission Status. Review the student's Admission Status to confirm that it accurately reflects the student's instructional program.

### Severity

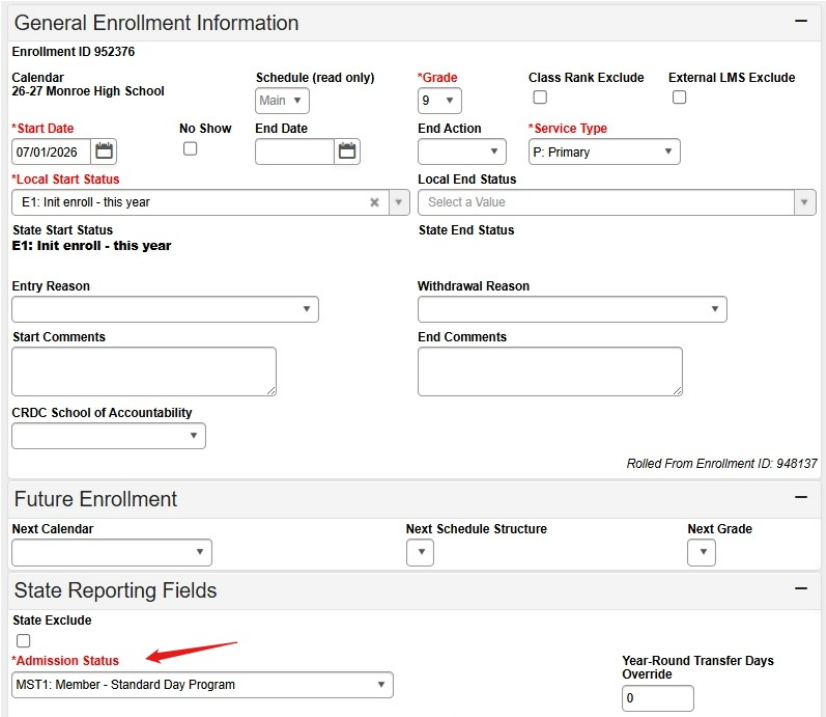
FATAL

### What to Review

For each student reported in the validation, review the **Admission Status** on the applicable enrollment.

**Review the Admission Status**

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the student's **Grade**.
- Locate the **State Reporting Fields** section.
- Review the **Admission Status**.



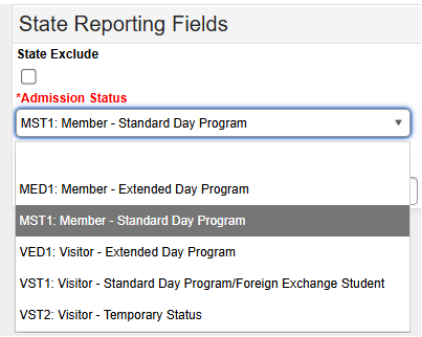

- Determine whether the student should have a Standard Day membership or visitor status.

Refer to the **School Attendance and Student Accounting (SASA) Manual** (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) when determining the appropriate Admission Status.

## Recommended Action

If the student is assigned an Extended Day Admission Status:

- Review the student's enrollment and instructional program.
- Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)to determine the appropriate Admission Status.
- Open the applicable enrollment record.
- Locate **State Reporting Fields** section.
- Update **Admission Status** to **MST1** or **VST1**, as appropriate.
- Select **Save**.



**Important:** Select the Admission Status that accurately reflects whether the student is in membership or visiting. Do not change the Admission Status only to clear the validation.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-25 after the Admission Status has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-27

### Rule: Students Whose Start Date Is Before the Calendar's First Instructional Day

### Summary

This validation identifies students whose enrollment **Start Date** is before the calendar's first instructional day.

Review the student's enrollment to determine whether the enrollment should have been processed as a **No Show** or whether the Start Date is incorrect.

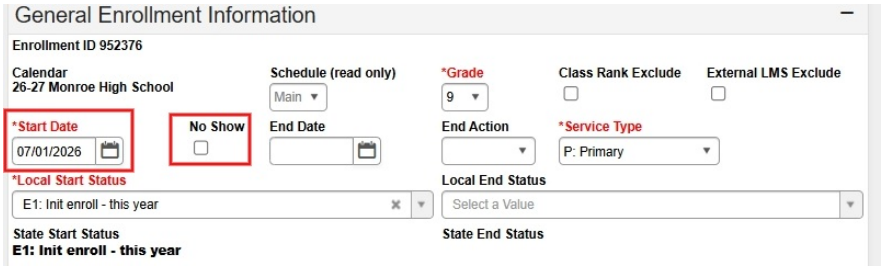
### Severity

FATAL

### What to Review

For each student reported in the validation, review the applicable enrollment and the student's initial attendance.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the **Start Date.**
- Review the **No Show** checkbox.




- Compare the Start Date with the calendar's first instructional day in Day Setup.

- Determine whether the student attended school under the enrollment.
- If the student attended, determine the student's first day of attendance that met the initial enrollment day requirements.

Note: A student must meet the initial enrollment day attendance requirements to be counted in membership. Refer to the **School Attendance and Student Accounting (SASA) Manual** (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) for requirements and applicable exceptions.

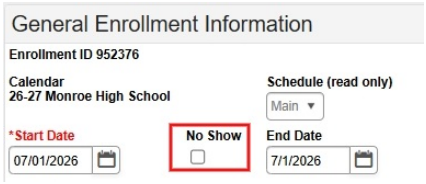
### Recommended Action

Determine whether the enrollment should be processed as a No Show or whether the Start Date should be corrected.

#### Enrollment Should Have Been Processed as a No Show

If the student did not attend and the enrollment should have been processed as a No Show:

- Confirm that the student did not attend under the enrollment.
- Open the applicable enrollment record.
- Review the **Start Date** and **End Date**.
- Confirm that the enrollment information reflects the applicable No Show process. Use the End Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments) articles for guidance on No Showing student enrollments.
- Check **No Show**.
- Select **Save**.



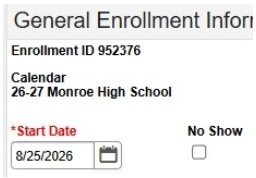

**Tip:** Review enrollments with Start Date and End Date of **7/1** to determine whether the enrollment was processed as a No Show but the **No Show** checkbox was not selected.

#### Enrollment Start Date is Incorrect

If the student attended school but the enrollment Start Date is incorrect:

- Review the student's attendance and enrollment documentation.
- Determine the first instructional day the student met the initial enrollment day attendance requirements.
- Open the applicable enrollment record.

- Update **Start Date** to the appropriate date.
- Select **Save**.




The SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)states that a student must be present for at least 50% of the initial enrollment day to be recorded present, with specific exceptions identified in the manual. When the student does not meet the initial enrollment day requirement, the enrollment date must be moved forward until the requirement is met.

**Important:** Do not change the Start Date only to place it on or after the first instructional day. The Start Date must accurately reflect the student's initial enrollment according to student account requirements.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-27 after the No Show or Start Date information has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-28

### Rule: Students With Exit Dates Before Their Start Dates

### Summary

This validation identifies students whose enrollment **End Date** is before the **Start Date** for an enrollment in the current school year.

Review the enrollment dates to confirm that they accurately reflect the student's enrollment history.

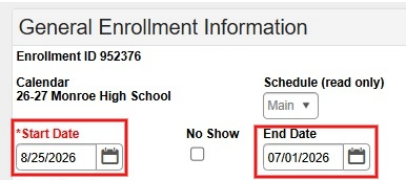
### Severity

FATAL

### What to Review

For each student reported in the validation, review the applicable enrollment record.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the **Start Date.**
- Review the **End Date**.

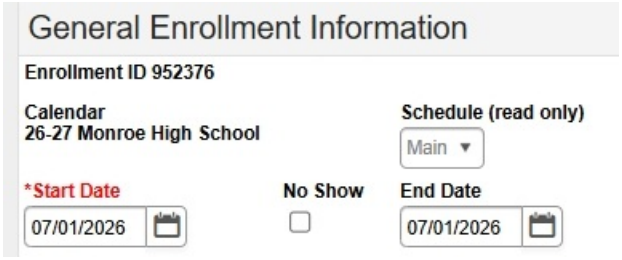



- Determine whether the enrollment dates accurately reflect when the student entered an exited the school.

### Recommended Action

If the **End Date** is before the **Start Date**:

- Review the student's enrollment and withdrawal documentation.
- Determine the correct enrollment dates.
- Open the applicable enrollment record.
- Update the **End Date** to accurately reflect the student's enrollment.
- Confirm that the End Date is the same as or later than the Start Date.
- Select **Save**.




**Important:** Do not change an enrollment date only to clear the validation. The Start Date and End Date must accurately reflect the student's enrollment history.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-28 after the enrollment dates have been corrected.
- Continue reviewing any remaining FATAL validation results.

# FATAL-29

## Rule: Students Marked Tardy Instead of Absent 1L/2L

### Summary

This validation identifies students with a **tardy attendance code** whose recorded absence minutes exceeds 50% of the instructional day.

A student must be present for at least 50% of the instructional day to be considered present for daily attendance. Review the student's attendance entry and recorded time to determine whether the tardy information accurately reflects the student's attendance for the identified date.

### Severity

FATAL

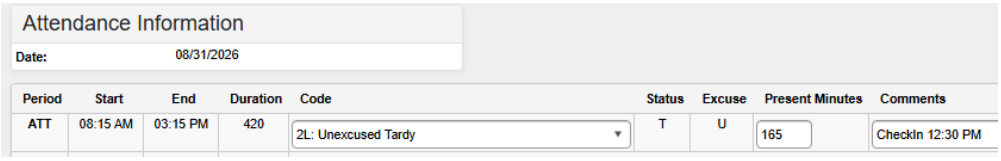
### What to Review

For each student reported in the validation, review the attendance information for the **Date of Absence** identified in the validation.

- Search for the student.
- Open *Student Information > General > Attendance*.
- Locate the **Date of Absence** reported in Fatal-29.

| DateOfAbsence | AbsentMinutes | studentDay | percentAbsentFirstDay |
|---|---|---|---|
| 08/27/2026 | 270 | 420 | 0.64285714285714 |
| 08/31/2026 | 255 | 420 | 0.60714285714285 |

- Review the attendance code entered for the student.
- Review the student's recorded attendance time and/or minutes.
- Determine how much of the instructional day the student was present.
- Verify the attendance code entered for the student.
- Review the student's recorded attendance time or minutes.




- Determine how much of the instructional day the student was present.
- Verify that the attendance code and recorded time accurately reflect the student's attendance for the day.

The validation provides information such as **Date of Absence**, **Absent Minutes, Student Day**, and **Percent Absent First Day** to help identify the attendance record requiring review.

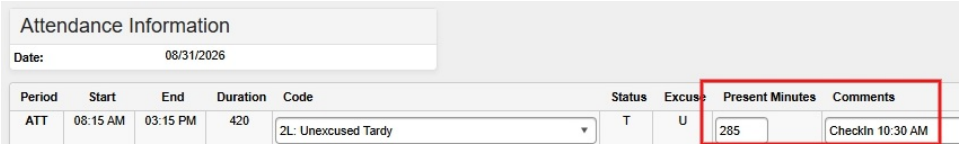
### Recommended Action

Determine whether the student's **attendance code** or **recorded attendance time** is incorrect.

#### Attendance Time Is Incorrect

If the tardy code accurately represents the student's attendance but the recorded time is incorrect:

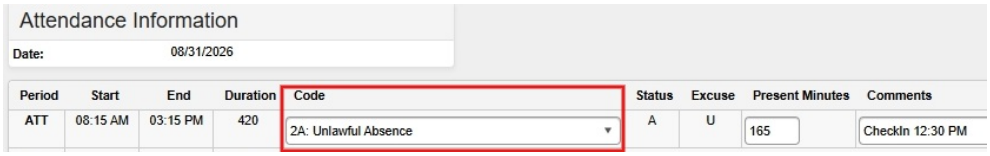
- Review the documentation supporting the student's arrival or attendance time.
- Open the attendance entry for the reported date.
- Correct the applicable time information.
- Confirm that the attendance entry accurately reflects the amount of time the student was present.
- Select **Save**.




#### Attendance Code is Incorrect

If the student was absent for more than 50% of the instructional day and the tardy code does not accurately represent the student's attendance:

- Review the documentation supporting the student's absence.
- Determine the appropriate attendance code according to the School Attendance and Student Accounting (SASA) Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting).
- Open the attendance entry for the reported date.
- Update the attendance code as appropriate.
- Verify the applicable time information.
- Select **Save**.




**Important:** Do not change an attendance code or attendance time only to clear the validation. Attendance information must accurately reflect the student's actual attendance for the instructional day.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-29 when the attendance information has been corrected.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-30

### Rule: Student Attendance Records Without Associated Codes/Excuses

### Summary

This validation identifies student attendance records that do not have an associated **Attendance Code/Excuse**.

Review the reported attendance record and assign the appropriate attendance code based on the reason for the student's absence or partial day attendance.

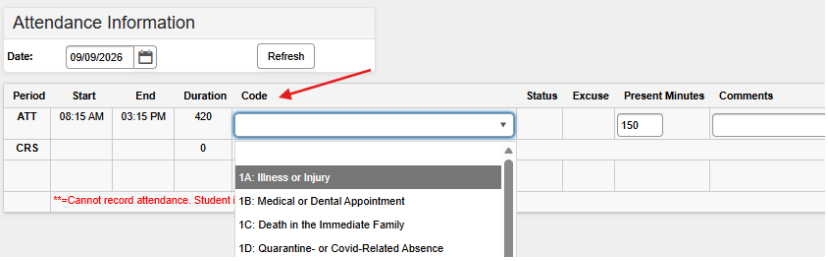
### Severity

FATAL

### What to Review

For each student reported in the validation, review the attendance record identified in the validation results.

- Search for the student.
- Open *Student Information > General > Attendance*.
- Locate the attendance record identified in the validation.
- Review the date and attendance information.




- Determine the reason for the student's absence or partial day attendance.
- Review available attendance documentation to determine the appropriate Attendance Code/Excuse.

Refer to the School Attendance and Student Accounting (SASA) Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) when determining the appropriate attendance code.

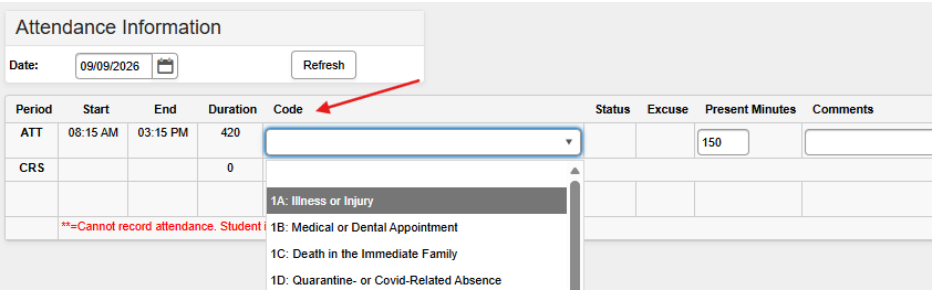
**Note:** Attendance records must accurately reflect the reason for the student's absence or partial day

attendance. The SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)identifies the approved attendance codes and requirements for their use.

### Recommended Action

If the attendance record does not have an associated Attendance/Code Excuse:

- Review the documentation supporting the student's attendance for the reported date.
- Refer to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) to determine the appropriate attendance code.
- Open *Student Information > General > Attendance*.
- Select the attendance record identified in the validation.
- Select the appropriate Attendance Code/Excuse.




- Verify any applicable attendance time information.
- Select **Save**.

**Important:** Do not select an attendance code only to clear the validation. The selected code must accurately reflect the reason for the student's absence or partial day attendance.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-30 after the appropriate Attendance Code/Excuse has been assigned.
- Continue reviewing any remaining FATAL validation results.

---

## FATAL-31

### Rule: Students Not Rostered on Last Instructional Day

## Summary

This validation identifies students who were enrolled and rostered in an instructional period during the reporting period but are not rostered on the last instructional day.

Review the student's enrollment and course roster dates to determine whether the student should have remained scheduled through the last instructional day.

## Severity

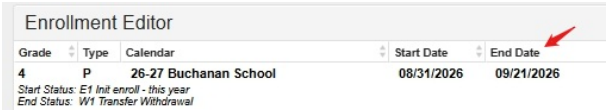
FATAL

## What to Review

For each student reported in the validation, compare the student's enrollment dates with the applicable course roster dates.

### Review the Enrollment

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the **Start Date** and **End Date**, when applicable.

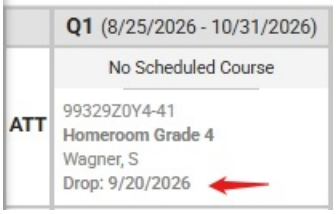



- Determine whether the student was actively enrolled through the last instructional day of the reporting period.

### Review the Schedule

If the student was enrolled through the last instructional day:

- Open *Student Information > General > Schedule > Walk-in Scheduler.*
- Review the student's courses for the reporting period.
- Review the roster **Start Date** and **End Date** for the applicable courses.




- Compare the roster start dates with the student's enrollment dates.
- Determine whether the roster dates accurately reflect the student's participation in the courses.

**Note:** Blank roster Start or End Dates may be valid. The validation excludes blank roster dates when comparing roster dates with enrollment dates.

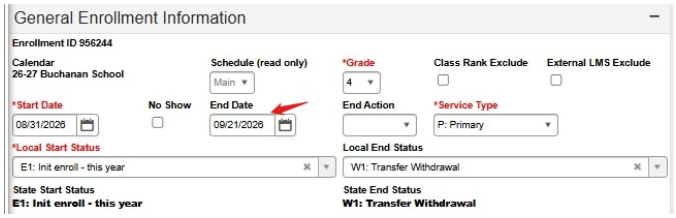
## Recommended Action

Determine whether the student's **enrollment dates** or **course roster dates** are incorrect.

### Enrollment Dates Are Incorrect

If the student was not actually enrolled through the last instructional day but the enrollment remained active:

- Review the documentation supporting the student's enrollment or withdrawal.
- Determine the correct enrollment dates.
- Open the applicable enrollment.
- Correct the enrollment information according to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394).




- Select **Save**.

### Roster Dates are Incorrect

If the student was actively enrolled and should have remained scheduled:

- Open *Student Information > General > Schedule > Walk-in Scheduler*.
- Select the applicable course.
- Review the roster **Start** and **End Dates**.
- Update the inaccurate roster dates to align with the student's actual course participation and enrollment, as appropriate.




- Select **Close**.
- Repeat for other applicable courses when needed.

**Important:** Do not extend roster dates only to clear the validation. Roster dates must accurately reflect the student's actual course participation.

### Verify the Correction

- Rerun the applicable PMR FATAL Validations.
- Confirm that the student no longer appears in FATAL-31 after the enrollment or roster information has been corrected.
- Continue reviewing any remaining FATAL validation results.

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## FATAL-32

### Rule: No Users With PMR Tool Rights In School

### Summary

This validation identifies schools that do not have a user with the required tool rights to complete the PMR verification and submission process.

At least one user for the school must have the required PMR submission tool rights.

### Severity

FATAL

### What to Review

Determine which user should be responsible for completing the PMR verification and submission process for the school.

For the selected user:

- Open *User Management > User Account Administration > User Account*.
- Search for and select the applicable user.
- Locate and expand **Individual Tool Rights**.
- Review the user's PMR tool rights.
- Confirm whether the user has Read and Write access to the applicable PMR submission tool.




**Note**: Only one user is required to have the applicable tool rights for each school.

### Recommended Action

If the school does not have a user with the required PMR tool rights:

- Open *User Management > User Account Administration > User Account*.
- Search for and select the user who should complete the PMR verification and submission process.
- Locate and expand **Individual Tool Rights**.
- Select **Modify Tool Rights**.
- Locate and expand the **NC State Reporting** tool section.
- Locate the applicable PMR submission tool.
- Select **Read** and **Write**.
- Select **Update**.

Refer to the PMR Tool Rights | Infinite Campus (https://kb.infinitecampus.com/help/pmr--tool-rights) for information on the tool rights for PMR.

**Important:** Assign PMR submission rights only to users authorized to review, verify, and submit PMR information for the school.

### Verify the Correction

- Confirm that the selected user has the required PMR submission tool rights.
- Rerun the applicable PMR FATAL Validations.
- Confirm that the school no longer appears in FATAL-32.
- Continue reviewing any remaining FATAL validation results.

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### Choose where to go next:

WARNING Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-warning-validations)

INFO Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-info-validations) Main PMR (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/principals-monthly-report-pmr)