

Review PMR Data Validations

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Overview

Principal's Monthly Report (PMR) Data Validations identify records that require correction or review before the PMR process is completed.

During the PMR submission period, the applicable validations run when the PMR Summary is generated in the NC PMR Collection. If a FATAL validation is identified, the PMR Summary data is not created.

PMR Data Validations can also be run separately from the PMR generation process using the Data Validations Report tool.

Use the validation results to identify the specific rule reporting records, then follow the guidance for that rule to review and correct the applicable source data.



Note: A record appearing in a validation does not always mean the data is incorrect. Review the identified information before making changes.

Validation Severity Levels

PMR Data Validations are grouped by severity.

Severity	Meaning	Action
FATAL	Identifies an issue that must be corrected before the PMR Summary can be generated and viewed for the selected school month.	Correct the identified issue, then rerun the validation.
WARNING	Identifies data that does not prevent PMR Summary review but should be verified before submission.	Investigate the reported data and correct it when inaccurate.
INFO	Identifies information provided for review and awareness.	Verify that the reported condition is accurate or expected.

Review PMR Validations

Use the applicable PMR validation group for the School Month Sequence being reviewed.

Generate and Open the Data Validation

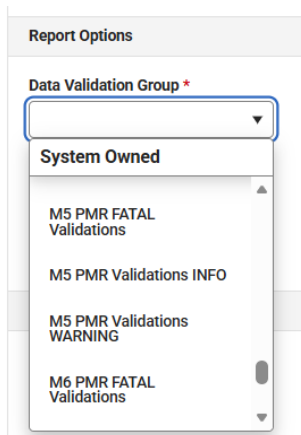
Navigation: Reporting > Data Validation > Data Validation Report

1. Open the **Data Validation Report** tool.
2. Select the validation group for the **School Month Sequence** being reviewed.
3. Select **Generate Now** for smaller datasets and select **Submit to Batch Queue** for larger datasets.
4. Select the **Format Type** (HTML, CSV, Excel).

The available PMR validation groups include:

- M# PMR FATAL Validations
- M# PMR WARN Validations
- M# PMR INFO Validations

M# represents the applicable School Month Sequence.



Run the applicable validation groups for the reporting interval.

When PMR Summary generation is stopped by a FATAL validation, review all 3 validation groups to identify the records requiring correction or verification.



Tip: Review FATAL validations first because they prevent the PMR summary data from being accurate.

Identify and Review Rules With Results

Review the validation results and identify each rule containing reported records.

For each rule:

1. Note the validation rule name.
2. Review the students, schools, calendars, or other records reported by the rule.
3. Use the applicable validation rule article for more information regarding the rule and correction options.

Summary

Rule	Severity	Occurrences
M1 FATAL-01 Students with invalid or unofficial student numbers	Fatal	0
M1 FATAL-02 Students missing valid race and/or ethnicity code	Fatal	0
M1 FATAL-03 Students missing valid sex code	Fatal	0
M1 FATAL-04 Students enrolled in invalid grade	Fatal	0
M1 FATAL-05 Students not assigned to a valid track	Fatal	0
M1 FATAL-06 Students with no schedule	Fatal	1
M1 FATAL-07 Enrollments marked State Exclude	Fatal	0

Correct and Verify the Data

When a validation identifies inaccurate information:

1. Open the applicable source record in the NCSIS.
2. Correct the inaccurate information.
3. Save the changes.
4. Rerun the PMR validation.
5. Confirm that the correction produces the expected validation result.

If the record continues to appear, return to the validation rule article and review the remaining conditions associated with the rule.

Continue the PMR Process

FATAL Validations

After all FATAL validation issues are resolved:

1. Generate the PMR Summary again in the NC PMR Collection.
2. Confirm the PMR Summary generates successfully.
3. Continue to Review PMR Data,

WARNING and INFO Validations

Review WARNING and INFO results before completing PMR submission.

When the reported information is accurate, no correction is needed unless specifically required by the validation rule.

When the reported information is inaccurate, correct the applicable source data and rerun the validation.

Special PMR Months

Month 2

When PMR Month 2 is generated, validations run for both Month 1 and Month 2. Identified issues must be resolved before the applicable Month 1R and Month 2 data can be created.

Month 9

When Month 9 is generated, validations run from months 1-9. Review and resolve identified issues before the final PMR data is created.

Validation Rule Guidance

After reviewing the PMR Data Validation process, select the applicable validation severity below to locate guidance for a specific rule.

Validation Group	Use
PMR FATAL Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-fatal-validations)	Locate guidance for rules that must be resolved before PMR Summary generation can continue.
PMR WARNING Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-warning-validations)	Locate guidance for rules identifying data that requires review and may require correction.
PMR INFO Validations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/pmr-info-validations)	Locate guidance for rules identifying information that should be verified for accuracy or awareness.

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