

Review Students Not Included in PMR

10/02/2026 6:43 am EDT

Summary

Use the **Students Not Included in the PMR Summary** report to identify students who do not meet one or more requirements for inclusion in the Principal's Monthly Report (PMR) Summary.

Review the report results to determine why a student is excluded and whether source data requires correction.



Note: A student appearing on this report does not necessarily indicate an error. Some students are correctly excluded from PMR reporting. Correct source data only when the information does not accurately reflect the student, enrollment, school, or calendar.

When to Use This Report

Use the **Students Not Included in the PMR Summary** report to:

- Identify why a student expected in the PMR Summary is not included.
- Review students excluded from PMR reporting.
- Troubleshoot unexpected PMR membership results.
- Verify that students excluded from PMR reporting are excluded appropriately.

Generate the Report

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **Students Not Included in the PMR Summary** as the applicable **Extract Type**.
- Select the applicable school, calendar, and **School Month Sequence**.
- Select the applicable report options.
- Generate the report.

Refer to [NC Principal's Monthly Report Extract | Infinite Campus](https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) (<https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract>) for detailed information about report options and generation, and technical report requirements.

Principal Monthly Report (PMR)

Instructions

This report will pull all enrollments needed for PMR reporting to NCDPI. [Check Data Validation Report](#)
See the [PMR Checklist](#) for more information.

Set Up

Search Calendars: ☒ Show Active Year Only: ☒

▼ ☐ 26-27
▶ ☐ Infinite Campus

Report Options

Extract Type (Required) (Choose one)
Students Not Included... (Choose one)

PMR Summary Report (Choose one)
Best 1 of 2 Report
Students Not Included in the PMR Summary Report
Student Day Detail Report
ADA Summary Report

Review the Report

Locate the student expected to be included in the PMR Summary.

Use the report fields to identify the enrollment, calendar, or school information that may be preventing the student from meeting PMR reporting requirements.

Report Field	What to Review
StateGrade	Verify that the student's grade level is correct.
EnrollmentType	Verify that the enrollment Service Type is Primary when appropriate.
ExcludedStateGrade	Determine whether the grade level is marked Exclude from Enrollment .
NoShow	Determine whether the enrollment is correctly marked as a No Show.
StateExcludeEnrollment	Determine whether State Exclude is selected on the enrollment.
AdmissionStatus	Verify that the Admission Status accurately reflects the student's membership status.
StartStatus	Review whether the enrollment Start Status accurately reflects the student's enrollment.
ActiveTrial	Indicates whether an active scheduling trial is available for the calendar's schedule structure. If an issue is reported, review the calendar and schedule structure configuration.
SummerSchool	Determine whether the enrollment is associated with a Summer School calendar.
InstructionalDays	Verify that the calendar contains instructional attendance days for the selected School Month.

The report also provides school information that may identify a school configuration requiring review.

Students Not Included in the PMR Summary Report Records:1027

School Number	Enroll Year	PMR Month	Calendar Name	Student State ID	Enrollment ID	Last Name	First Name	State Grade	Enrollment Type	Exclude State Grade	No Show	State Exclude Enrollment	Admission Status	Start Status	Active Trial	Summer School	Instructional Day	School Number Length	Valid EAS School	Valid Charter School
5	2027	1	26-27 Monroe High School	25044	952376	Alberconcho	Wyatt	09	P	N	N	N	MST1	E1	Y	N	Y	N	N	N
5	2027	1	26-27 Monroe High School	15830	952377	Adame Aguilar	Wahnu	09	P	N	N	N	MST1	E1	Y	N	Y	N	N	N

Review the Student Enrollment

Use the applicable report fields to determine which enrollment information requires review.

Service Type

If **EnrollmentType** indicates that the enrollment is not Primary:

- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review **Service Type**.
- Determine whether Service Type accurately represents the student's enrollment.
- Correct the Service Type if the current selection is inaccurate.

If the student is correctly enrolled with a Service Type other than Primary, no correction is needed solely to include the student in PMR.

General Enrollment Information

Enrollment ID 957050

Calendar: 26-27 Monroe High School

Schedule (read only): Main

*Grade: 11

Class Rank Exclude: ☐

External LMS Exclude: ☐

*Start Date: 08/24/2026

No Show: ☐

End Date:

End Action:

*Service Type: P: Primary

*Local Start Status: E1: Init enroll - this year

Local End Status: Select a Value

State Start Status: E1: Init enroll - this year

State End Status:

Entry Reason:

Withdrawal Reason: N: Special Ed Services

No Show

If **NoShow** indicates that the enrollment is marked as a No Show.

- Open the applicable student enrollment.
- Review **No Show**.
- Confirm that the student did not attend under the enrollment.
- Verify that the enrollment was appropriately processed as a No Show.

If the student attended school, correct the enrollment according to the applicable No Show and enrollment requirements.

If the No Show is correct, the student is appropriately excluded.

State Exclude

If **StateExcludeEnrollment** indicates that the enrollment is marked State Exclude:

- Open the applicable enrollment.
- Locate the **State Reporting Fields** section.

- Review **State Exclude**.
- Determine the appropriate correction based on the student's enrollment circumstances.

Refer to [FATAL-07](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/fatal-07) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/fatal-07) for additional guidance when reviewing an enrollment marked State Exclude.

Admission Status

An **Admission Status** indicates that the student does not have an MST1 or MED1 Admission Status:

- Open the applicable enrollment.
- Locate the **State Reporting Fields** section.
- Review the student's **Admission Status**.
- Review the student's enrollment and instructional schedule.
- Determine whether the Admission Status is correct.

The [School Attendance and Student Accounting \(SASA\) Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) identifies MST1 and MED1 as membership statuses. Visitor statuses are not included in Average Daily Membership (ADM).

If a Visitor Admission Status is accurate, no correction is needed.



Important: Do not change an accurate Visitor Admission Status only to include the student in the PMR.

Start Status

If **StartStatus** indicates **X1** or **N1**:

- Review the student's **Local Start Status**.
- Review the student's enrollment history.
- Confirm that the Start Status accurately reflects the enrollment.
- Refer to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) to determine the appropriate Enrollment Code when the current code is incorrect.

If X1 or N1 accurately reflects the enrollment, no correction is needed solely to include the student in the PMR.

Review the Grade Level

If **ExcludeStateGrade** indicates that the grade level is excluded:

- Confirm that the student's **Grade** is correct.
- Review the applicable grade level setup. (*Scheduling & Courses > Calendar Setup > Grade Level Setup*)
- Determine whether **Exclude from Enrollment** is configured appropriately.

- Correct the student's Grade or grade level configuration only when the source information is inaccurate.

Review the Calendar

If the student's enrollment information is correct, use the report results to determine whether the associated calendar requires review.

Active Trial

If **Active Trial** indicates an issue:

- Confirm that the student is associated with the correct calendar.
- Review the applicable calendar and schedule structure.
- Confirm that an active scheduling trial is associated with the schedule structure.
- Confirm that the schedule structure is configured appropriately for the calendar.

Summer School

If **SummerSchool** indicates that the enrollment is associated with a Summer School calendar:

- Confirm that the student is enrolled in the correct calendar.
- Confirm that the calendar is correctly identified as Summer School.

Summer School calendars are excluded from PMR reporting

Instructional Days

If **InstructionalDays** indicates an issue:

- Review the applicable calendar for the selected School Month.
- Confirm that instructional attendance days are configured.
- Compare the calendar with the school's approved instructional calendar.
- Correct the calendar only when the configuration is inaccurate.



Important: Calendar configuration may affect multiple students and state reports. Verify the approved school calendar before making changes.

Review School Information

If the report indicates that the school does not meet PMR reporting requirements, review the applicable State School Number and school configuration.

Do not change school identification information solely to resolve the report. Contact the appropriate NCDPI support resource when school level information appears incorrect.

Refer to [NC Principal's Monthly Report Extract | Infinite Campus](https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) (<https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract>) for the technical school requirements used by the PMR.

Recommended Action

Use the report results to determine whether source data requires correction.

Review Result	Recommended Action
Service Type is incorrect	Correct Service Type.
Grade or grade level setup is incorrect	Correct the applicable Grade or grade level configuration.
No Show is incorrect	Correct the enrollment according to the No Show (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#noshow) process.
State Exclude is selected	Review and correct the enrollment according to NCDPI requirements.
Admission Status is incorrect	Correct Admission Status according to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394).
X1 or N1 Start Status is incorrect	Correct Local Start Status according to the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394).
Calendar configuration is incorrect	Correct the applicable calendar configuration.
School information appears incorrect	Review the school configuration and contact the appropriate support resource when needed.
Reported exclusion is accurate	No correction is needed.



Important: Do not change accurate source data only to include a student in the PMR Summary. A student should be included only when the enrollment meets PMR reporting requirements.

Verify the Correction

After correcting inaccurate source data:

- Save the applicable changes.
- Rerun **Students Not Included in the PMR Summary**.
- Locate the student.
- Confirm that the student is no longer reported when the student now meets PMR reporting requirements.
- Review the applicable PMR reports to confirm the student is included as expected.

If the student's exclusion is accurate, no correction is needed.

NEXT: After confirming that expected students are appropriately included or excluded, continue to **Review PMR Data**.

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/principals-monthly-report-pmr>)

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