

Review PMR Student Day Detail

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Summary

Use **Student Day Detail** to investigate individual student membership and attendance calculations for each instructional day in the selected School Month.

Review the **D#** values to identify the instructional day or days requiring additional review. Use the corresponding **Present Minutes** and **Scheduled Minutes** to determine whether enrollment, schedule, attendance, or calendar information should be reviewed.

Student Day Detail can be used to investigate unexpected Average Daily Membership (ADM) and Average Daily Attendance (ADA) results.



Note: A daily result does not necessarily indicate an error. Confirm that the reported result accurately reflects the student's enrollment, schedule, and attendance before making a correction.

When to Use Student Day Detail

Use Student Day Detail when:

- An ADM result cannot be explained by enrollment or withdrawal dates.
- Transfer Days Override or membership violation information does not explain an unexpected ADM.
- Membership days are lower than expected.
- Present or absent days do not reflect expected attendance.
- An ADA result requires additional investigation.
- An unexpected membership or attendance calculation occurs on specific instructional days.



Tip: Student Day Detail is a drill down resource. Use the ADM Summary or ADA Summary to identify students requiring additional review before reviewing daily results.

Review Student Day Detail

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **Student Day Detail** as the **Extract Type**.
- Select the applicable **School Month Sequence**.
- Select **CSV** as the report format.
- Select **Review**.
- Open the completed report from the report queue.
- Filter StudentStateID for the student requiring additional review.

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 technical report requirements.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	SchoolNu	PMRMont	Calendar	ScheduleS	StudentSt	Enrollmen				StateGrad		PresentMi	Scheduled		PresentMi	Scheduled		PresentMi	Scheduled	
1	mber	EndYear	h	Name	tructure	atelD	Y	tlD	LastNar	FirstNar	e	D1	nutes1	Minutes	D2	nutes2	Minutes	D3	nutes3	Minutes
523	#####	2027	1	26-27	High Main	#####	#####	Student21	Student21		11	Absent Att.	172	375	Present On	190	380	Present On	190	380

Understand the Daily Columns

Student Day Detail provides a set of columns for each instructional day in the selected School Month.

The **D#** columns correspond to the instructional days in the School Month. For each instructional day, the report provides:

- **D#** - the student's attendance determination for the instructional day.
- **Present Minutes** - the total Present Minutes reported for the applicable state reportable periods.
- **Scheduled Minutes** - the total state reportable instructional minutes for which the student was scheduled.

This pattern repeats for each instructional day in the School Month.



Tip: Use the **Day Detail** report for the same School Month Sequence to identify the actual instructional dates represented by the **D#** columns. For example, use the Day Detail to determine which instructional date corresponds to **D1**, **D2** or another **D#** value requiring review.

Identify the Date for the D# Column

When a **D#** value requires additional review:

- Select Day Detail as the Extract Type.
- Select the same School Month Sequence used for Student Day Detail.
- Select CSV as the report format.
- Select Review.

- Open the completed report from the report queue.
- Use the instructional day sequence to identify the date associated with the applicable D# column.
- Return to Student Day Detail and review the D#, Present Minutes, and Scheduled Minutes for that instructional day.



Tip: Review all 3 Student Day Detail values together. The D# value shows the daily determination, while **Present Minutes** and **Scheduled Minutes** provide information that can help explain why the result occurred.

Understand the D# Values

The D# value shows how the student was evaluated for an instructional day. Use the value to determine whether the day contributes to the student's membership and attendance calculations.

Membership and attendance are separate calculations. A student may be:

- **In membership and present**
- **In membership and absent**
- **Not in membership and absent**
- **Not enrolled for the day**

For example, **Absent Att** is an absence for attendance but remains a membership day. In contrast, **Absent Sch** and **No Sch** do not count as membership days and are also counted as absent for ADA.

D# Value	What the Value Means	Membership Calculation	Attendance Calculation	Primary Area to Review When Unexpected
Present On	Present Minutes are at least 50% of the instructional minutes for the day, without a Present Offsite or Present Remote attendance code.	Counts as a membership day.	Counts as present.	Attendance
Present Off	Present Minutes are at least 50% of the instructional minutes, and an applicable Present Offsite code was used at least once during the day.	Counts as a membership day.	Counts as present.	Attendance Code
Present Rem	Present Minutes are at least 50% of the instructional minutes, and 1R was used during the day.	Counts as a membership day.	Counts as present.	Attendance Code

D# Value	What the Value Means	Membership Calculation	Attendance Calculation	Primary Area to Review When Unexpected
Absent Att	Present Minutes are less than 50% of the instructional minutes for the day.	Counts as a membership day.	Counts as absent.	Attendance and Present Minutes
Absent Sch	The student's Scheduled Minutes are less than 50% of the instructional minutes for the day.	Does not count as a membership day.	Counts as absent.	Student Schedule and Period Schedule
No Sch	The student has no schedule associated with the instructional day.	Does not count as a membership day.	Counts as absent.	Student Schedule and Enrollment
No Enr	The student did not have an active enrollment on the instructional day.	Does not count as a membership day.	Not counted as present or absent for the day.	Enrollment
Error	Multiple Present Attendance Codes prevent the system from making a valid Present Offsite or Present Remote determination.	Counts as a membership day.	Not counted as present or absent for the day.	Attendance Codes



Important: A day that qualifies as a membership day may later be classified as **Membership Days Not in Violation (NVIO)** or **Membership Days in Violation (VIO)** based on the 10-Day Rule. Only applicable NVIO membership days are used in the ADM calculation. [Review PMR 10-Day Violations](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations>) when a student's violation status affects ADM.

Use the D# Value to Identify the Calculation Issue

When investigating an unexpected **ADM**, focus first on D# values that affect membership:

- **Absent Sch**
- **No Sch**
- **No Enr**
- Applicable **10-Day violation** days

When investigating an unexpected **ADA**, review values that affect attendance:

- **Absent Att**
- **Absent Sch**
- **No Sch**
- **Error**
- An unexpected Present On, Present Off, or Present Rem result



Tip: Absent Att is an important distinction. The student is still in membership for the day, but the day is counted as absent for attendance. **Absent Sch** and **No Sch** affect both calculations: the student does not receive membership day and is counted absent for ADA.

Present Offsite Attendance Codes

The Present Off determination uses applicable Present Attendance Codes **1H**, **1M**, **1Q**, or **1S**. Present Rem is associated with **1R**.

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#SchoolAttendanceandStudentAccountingManualSASA-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) for the definitions and requirements for each attendance code.

Identify the Instructional Day

After identifying an unexpected D# value, determine which instructional day the column represents.

The D1 through D26 columns correspond to the instructional days in the selected School Month rather than simply representing calendar dates.

Use the applicable School Month and calendar information to identify the date associated with the D# value requiring review.

Then review the corresponding:

- D# determination
- Present Minutes
- Scheduled Minutes

The next step depends on the daily result.

Review Membership Results

Use the following sections when Student Day Detail is being used to investigate an unexpected ADM or membership result.

Review No Enr

No Enr indicates that the student did not have an active enrollment on the instructional day.

If No Enr is unexpected:

- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the **Start Date**.
- Review the **End Date**, when applicable.
- Confirm that the enrollment dates accurately reflect when the student attended the school.
- Review the student's enrollment history when multiple enrollments exist.
- Correct inaccurate enrollment information, as needed.
- Select **Save**.

If the student appropriately was not enrolled on the reported day, no correction is needed.



Important: Do not change accurate enrollment dates only to create membership for the instructional day.

Review No Sch

No Sch indicates that the student has no schedule associated with the instructional day. The day is treated as an absent day for ADA and a non-membership day for ADM.

If No Sch is unexpected:

- Open *Student Information > General > Schedule*.
- Review the student's courses for the applicable date.
- Confirm that the student was scheduled for instruction.
- Review applicable roster Start and End Dates.
- Confirm that the roster dates accurately reflect the student's course participation.
- Correct inaccurate schedule information, as needed.

If the student's schedule appears correct, continue to review the applicable Period Schedule and section placement.

Review Absent Sch

Absent Sch indicates that the student's Scheduled Minutes are less than 50% of the instructional minutes for the applicable instructional day.

The result can directly affect membership.

Review Scheduled Minutes

- Locate the **Scheduled Minutes** associated with the D# result.
- Determine the instructional minutes for the applicable day.
- Compare the student's Scheduled Minutes with the instructional minutes.
- Determine whether the student was scheduled for at least 50% of the instructional day.

If Scheduled Minutes are unexpectedly low, review the student's schedule and the Period Schedule used for that day.

Review the Student Schedule

- Open *Student Information > General > Schedule*.
- Review the student's scheduled courses.
- Confirm that all applicable courses are included.
- Review roster Start and End Dates.
- Confirm that the schedule accurately reflects the instruction the student received.

Review the Period Schedule

If the student appears appropriately scheduled:

- Open *Scheduling & Courses > Calendar Setup > Day Setup*.
- Locate the applicable instructional day.
- Identify the **Period Schedule** assigned to that day.
- Open *Scheduling & Courses > Calendar Setup > Period Setup*.
- Select the applicable Period Schedule.
- Review the instructional periods and instructional minutes.
- Confirm that the student's applicable course sections are included in the Period Schedule.

The PMR calculation identifies the Period Schedule assigned to each instructional day and uses the applicable instructional minutes when evaluating daily membership and attendance.



Tip: Pay particular attention to abbreviated or alternate instructional days. A student may meet the membership requirement on the normal Period Schedule but fall below 50% when a different Period Schedule is assigned and the student's course sections are not appropriately included.

PeriodSchedule Info					
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day	
Regular School B	2	☐	380	420	

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1	1	07:35 AM	09:10 AM	0	☐	☐
X 2	2	09:15 AM	10:50 AM	0	☐	☐
X 3	3	10:55 AM	12:55 PM	25	☐	☐
X 4	4	01:00 PM	02:35 PM	0	☐	☐
X 5	5	02:40 PM	02:45 PM	0	☒	☐
X 6	6	02:50 PM	02:55 PM	0	☒	☐
X 7	7	04:30 PM	04:35 PM	0	☒	☐

Review Attendance Results

Use the following sections when Student Day Detail is being used to investigate an unexpected ADA or attendance result.

Review Absent Att

Absent Att indicates that the student's Present Minutes are less than 50% of the instructional minutes for the day.

If Absent Att is unexpected:

- Locate the **Present Minutes** associated with the D# result.
- Open *Student Information > General > Attendance*.
- Locate the applicable attendance date.
- Review the student's attendance entries.
- Review the applicable **Attendance Code/Excuse**.
- Review recorded Present Minutes.
- Confirm that the attendance code and Present Minutes accurately reflect the student's attendance.
- Correct inaccurate attendance information, as needed.
- Select **Save**.



Important: Do not adjust Present Minutes only to change the PMR attendance determination. Present Minutes must accurately reflect the student's attendance.

Review Present On

Present On indicates that the student's Present Minutes are at least 50% of the instructional minutes and that a Present Offsite or Present Remote attendance code was not used.

If Present On accurately reflects the student's attendance, no correction is needed.

If the student should have been reported as Present Offsite or Present Remote, review the applicable attendance

code.

Review Present Off

Present Off indicates that the student met the Present Minutes requirement and an applicable Present Offsite attendance code was used during the instructional day.

If Present Off is unexpected:

- Open *Student Information > General > Attendance*.
- Locate the applicable date.
- Review the attendance codes used during the instructional day.
- Confirm that the applicable Present Offsite code accurately reflects the student's attendance.
- Correct inaccurate attendance information, as needed.

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) for requirements for **1H, 1M, 1Q, and 1S**.

Review Present Rem

Present Rem indicates that the student met the Present Minutes requirement and 1R was used during the instructional day.

If Present Rem is unexpected:

- Open *Student Information > General > Attendance*.
- Locate the applicable date.
- Review the attendance entries.
- Confirm that **1R** accurately reflects the student's attendance.
- Correct inaccurate attendance information, as needed.

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) for requirements for **1R - Present Off Site/Remote**.

Review Error

Error indicates that multiple Present Attendance Codes were used during the instructional day in a way that prevents the system from determining whether the student should be reported as Present Offsite or Present Remote. The day does not count toward Days Present for ADA.

If Error is reported:

- Open *Student Information > General > Attendance*.
- Locate the applicable date.

- Review all Present Attendance Codes used during the instructional day.
- Determine which attendance information accurately reflects the student's attendance.
- Correct inaccurate or conflicting attendance information.
- Select **Save**.



Important: 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) before changing an attendance code. The corrected attendance information must accurately reflect the student's attendance for the day.

Determine What to Review

Unexpected Result	Start Review Here
No Enr	Enrollment Start and End Dates
No Sch	Student Schedule and roster dates
Absent Sch	Scheduled Minutes, student schedule, Period Schedule, and section placement
Absent Att	Attendance Code and Present Minutes
Present On	Attendance, if the result is unexpected
Present Off	Present Offsite Attendance Code
Present Rem	1R attendance information
Error	Conflicting Present Attendance Codes

Verify the Correction

After correcting inaccurate source data:

- Save the applicable changes.
- Return to **NC PMR Collection**.
- Select **Student Day Detail**.
- Select the applicable **School Month Sequence**.
- Select **Review**.
- Open the updated report.

- Filter for the student.
- Confirm that the applicable D# result, Present Minutes, and Scheduled Minutes reflect the corrected information.

Then return to the report that identified the original discrepancy:

- Select **Review** for **ADM Summary** when investigating membership or ADM.
- Select **Review** for **ADA Summary** when investigating attendance or ADA.

Confirm that the corrected daily information is reflected in the applicable summary results.

If the source data is accurate and the daily determination is expected, no correction is needed.

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