Review PMR Membership Last Day

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Summary

Review **Membership Last Day (MLD)** to confirm that the Principal's Monthly Report (PMR) accurately reflects the student membership on the final instructional day of the School Month.

Review:

- **Membership Last Day Not in Violation** (MEMLastDayNVIO)
- **Membership Last Day in Violation** (MEMLastDayVIO)

Use the **ADM Summary** to identify the individual students represented in each value. Review students reported as MEMLastDayVIO = 1 to confirm that the applicable 10-Day Rule violation is accurate.

Understand Membership Last Day

Membership Last Day provides a count of students in membership on the **final instructional day** of the selected School Month.

Unlike **Average Daily Membership (ADM)**, which represents average daily membership across the School Month, MLD identifies the student's in membership status on the final instructional day.

The PMR separates MLD into:

Field	What it Represents
MEMLastDayNVIO	Students reported in membership and not in violation on the final instructional day.
MEMLastDayVIO	Students reported in violation on the final instructional day based on the applicable 10-Day Rule logic.

A student reported with MEMLastDayVIO = 1 is also not reported as MEMLastDayNVIO. If the student is not enrolled on the last instructional day, the student is not included in the MLD population.

Identify the Last Instructional Day

Before reviewing MLD, confirm the final instructional day in the selected School Month.

- Open *Reporting > NC State Reporting > NC PMR Collection.*
- Select **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.
- Identify the last instructional day included in the School Month.

> **Tip:** Date fields in a CSV may open as text instead of a date. Before sorting, filtering, or comparing dates, confirm that applicable columns are formatted as **Date** in the spreadsheet application.

Review the Student Level Membership Last Day

Use the ADM Summary to identify the individual students included in the MLD population.

- Open *Reporting > NC State Reporting > NC PMR Collection.*
- Select **ADM Summary** 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.
- Locate **MEMLastDayNVIO** and **MEMLastDayVIO**.
- Review students with a value of 1 in either field.

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	StateGrade	ADM	PrimaryEnrollment	AdmissionStatus	EnrollmentStartStatus	EnrollmentStartDa	TransferDaysOverride	EffectiveStartDate	EnrollmentEndStatus	EnrollmentEndDat	MEMDays	MEMLastDayNVIO	MEMLastDayVIO	MEMDaysNVIO	MEMDaysVIO
2	11	0.4	Y	MST1	E1	8/26/2026	0	8/26/2026			18	1	0	8	10
3	12	1	Y	MST1	E1	8/24/2026	0	8/24/2026			20	1	0	20	0
4	11	1	Y	MST1	E1	8/24/2026	0	8/24/2026			20	1	0	20	0

Use the Student Day Detail or 10-Day Violation reports to confirm that each student's MLD status is expected.

> **Tip:** Use the spreadsheet applications SUM function to total the MEMLastDayNVIO and MEMLastDayVIO columns. This provides a quick way to reconcile the student level ADM Summary with the PMR Summary.

Review Students Not in Violation

For students reported with **MEMLastDayNVIO of 1,** confirm that the student expected to be in membership and not in violation on the final instructional day.

If the result is unexpected:

- Confirm that the student's enrollment covers the last instructional day.
- Review the applicable **End Date**.
- Review the **Student Day Detail** for the final instructional day.
- Review the applicable **Scheduled Minutes** when membership is unexpected.
- Determine whether the daily result supports the reported membership status.
- Review the applicable enrollment or source information when the result is unexpected.

Refer to the Review PMR Student Day Detail (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail) for guidance on interpreting the daily result.

Review Students In Violation

Use the ADM Summary to identify students reported with MEMLastDayVIO = 1.

A value of:

- 1 indicates that the student meets the applicable violation criteria on the last instructional day.
- 0 indicates that the student does not.

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) for the requirements used to determine when a student is in violation of the Ten-Day Rule.

For each student:

- Confirm that MEMLastDayVIO = 1.
- Review the student's applicable 10-Day Rule violation information.
- Confirm that the student meets the applicable violation requirements on the final instructional day.
- Review the underlying attendance and enrollment information when the violation is unexpected.
- Correct only inaccurate source data.

Refer to Review PMR 10-Day Violations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations) and 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) for additional guidance on the applicable violation requirements.

> **Important:** MEMLastDayVIO = 1 identifies a student reported in violation on the final instructional day. Review the student level information in the ADM Summary rather than changing source data solely to reduce the VIO count.

If **MEMLastDayVIO = 1**:

- Confirm that the student was reviewed during **Review PMR 10-Day Violations** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations).
- Confirm that the violation applies to the last instructional day.
- Confirm that the underlying attendance information is accurate.
- Confirm that the violation meets the applicable requirements in the SASA Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394).
- No correction is needed when the violation information is accurate.

If the result differs from the previously reviewed violation information, return to **Review PMR 10-Day Violations** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations).

Note: Do not count the same student in both MLD populations. A student reported as **MEMLastDayVIO = 1** is not also reported as **MEMLastDayNVIO**.

Review Withdrawals on the Last Instructional Day

Pay particular attention to students whose End Date is the last instructional day of the School Month.

The End Date represents the student's last day of attendance. A student who withdraws on the final instructional day may therefore still be included in Membership Last Day.

For a student with an End Date on the final instructional day:

- Review the **End Date**.
- Confirm that the date accurately reflects the student's last day in attendance.
- Review Student Day Detail for the final instructional day.
- Confirm that the MLD value accurately reflects the student's membership for that date.

Important: Do not automatically exclude a student from MLD because the student has an End Date on the final instructional day.

Investigate a Missing Student

If a student expected in MLD is not reported, first confirm that the student was both enrolled and in membership on the final instructional day.

A student may be enrolled on the final instructional day but not meet the membership requirements for that day. For example, the student's schedule may not provide at least 50% of the applicable instructional 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#SchoolAttendanceandStudentAccountingManualSASA-1394) for membership requirements.

- Confirm that the student meets PMR reporting population requirements.
- Review the student's **Start Date** and **End Date**.
- Confirm that the enrollment covers the final instructional day.
- Review **MEMLastDayNVIO** and **MEMLastDayVIO** on the ADM Summary.
- Open **Student Day Detail** for the same School Month.
- Filter for the student.
- Review the **Day#** value for the final instructional day.
- Review the corresponding **Scheduled Minutes**.
- Confirm that the student was scheduled for at least 50% of the applicable instructional day.
- Determine whether the daily result explains why the student is not included in MLD.
- Review the applicable source data when the result is unexpected.

Refer to the Review PMR Student Day Detail (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail) for guidance on interpreting the Day# value and determining which source information to review.

> **Tip:** Pay particular attention when the final instructional day uses an abbreviated or alternate Period Schedule. A student may meet membership requirements on a normal instructional day but have insufficient Scheduled Minutes on a day using a different Period Schedule.

Investigate an Unexpected Student

If a student is included in MLD but is not expected:

- Review the student's enrollment Start and End Dates.
- Confirm whether the student should have been enrolled on the final instructional day.
- Review the applicable withdrawal information.
- Review Student Day Detail for the final instructional day.
- Determine whether the source data accurately reflects the student's enrollment and membership.

Correct only inaccurate source data.

Determine Whether Additional Review is Needed

Review Result	Recommended Action
Student is in membership and not in violation on the final instructional day	Confirm **MEMLastDayNVIO = 1**.
Student has a verified 10-Day Rule violation on the final instructional day	Confirm MEMLastDayVIO = 1 and review the applicable violation information.
Student is not enrolled on the final instructional day	Confirm the student is not reported in MLD.
Student withdraws on the final instructional day	Verify the End Date and daily result before determining whether the MLD result is correct.
Student is enrolled but does not meet the membership requirement on the final instructional day	Review Student Day Detail (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail), Scheduled Minutes, student schedule, Period Schedule, roster dates, and section placement.
Expected student is missing from MEMLastDayNVIO	Review enrollment and Student Day Detail for the final instructional day.
Unexpected student is reported in MEMLastDayNVIO	Review enrollment and withdrawal, schedule, and final day membership information.
Student is unexpectedly reported in MEMLastDayVIO	Use the ADM Summary and Review PMR 10-Day Violations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations) to investigate the student's violation information.
MEMLastDayNVIO does not align with the PMR Summary	Review the applicable student level records in the ADM Summary to investigate the difference.
MEMLastDayVIO does not align with the PMR Summary	Review students with MEMLastDayVIO = 1 in the ADM Summary and investigate the difference.
Source data is inaccurate	Correct the applicable source information and review the affected PMR reports again.
Source data and MLD result are accurate	No correction is needed.

Verify the Review or Correction

If a correction was made:

- Correct inaccurate source data, as applicable.

- Select **Review** for **Student Day Detail** again when daily source data was corrected.
- Select **Review** for **ADM Summary** again.
- Confirm that the student's **MEMLastDayNVIO** or **MEMLastDayVIO** reflects the corrected information.
- Confirm that the corresponding value on the **PMR Summary** reflects the corrected student level information.

If no correction was needed:

- Confirm that students reported in **MEMLastDayNVIO** are expected to be in membership and not in violation on the final instructional day.
- Confirm that students reported in **MEMLastDayVIO** have verified violation information supporting the result.
- Confirm both PMR Summary values align with the reviewed student level information.

If an MLD result remains unexplained, return to the applicable enrollment, Student day Detail (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail), or 10-Day Violations (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations) review.

When both MLD values are supported by accurate student level information, continue to Review PMR Summary (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-summary).

NEXT: Continue to **Review PMR Summary** (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-summary)

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