

Review PMR Summary

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Summary

Review the **PMR Summary** after completing the detailed Principal's Monthly Report (PMR) data review.

Use the PMR Summary to confirm that enrollment, withdrawal, membership, attendance, Average Daily Membership (ADM), Average Daily Attendance (ADA), and Membership Last Day (MLD) totals align with the student level information reviewed throughout the PMR process.

Resolve unexpected differences before proceeding with PMR submission.



Important: The PMR Summary is the final confirmation of the detailed data review. When a value is unexpected, return to the applicable detailed report to investigate the underlying student information rather than adjusting source data only to produce an expected total.

Before Reviewing the PMR Summary

Complete the applicable PMR data reviews before completing the final PMR Summary review.

Confirm that the following have been reviewed:

- **Enrollment and withdrawal activity** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-enrollments-and-withdrawals>)
- **10-Day Rule violations** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations>)
- **ADM** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-membership-adm>)
- **ADA** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-attendance-ada>)
- **Student Day Detail** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail>) for unexpected ADM or ADA results, as needed
- **Membership Last Day** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-membership-last-day>)

Corrections made during these reviews may affect multiple PMR Summary values. Review the current PMR Summary after all applicable corrections are complete.

Review the PMR Summary

- Open [Reporting > NC State Reporting > NC PMR Collection](#).
- Select **PMR Summary** as the **Extract Type**.
- Select the applicable **School Month Sequence**.
- Select the applicable report format.
- Select **Review**.
- Open the completed report from the report queue.

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 report options and technical reporting requirements.



Note: The PMR Summary has additional actions available during the PMR workflow. Use **Review** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-data>) when reviewing the current PMR data. Follow the applicable Submit PMR (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/submit-pmr>) guidance when completing the submission process.

Confirm Enrollment and Withdrawal Information

Review the Start Status and End Status information on the PMR Summary.

Compare the results verified during [Review PMR Enrollments and Withdrawals](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-enrollments-and-withdrawals>).

Confirm that:

- The Month 1 enrollment baseline remains reasonable.
- New enrollment activity is represented as expected.
- Previously reviewed enrollment information has not changed unexpectedly.
- Withdrawal activity aligns with the reviewed student records.
- No Shows are not being treated as regular PMR withdrawal activity.
- Enrollment and Withdrawal Codes accurately reflect student enrollment history.

If an enrollment or withdrawal value is unexpected, return to the [Review PMR Enrollments and Withdrawals](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-enrollments-and-withdrawals>) and use the ADM Summary to identify the individual students represented by the applicable code.



Note: 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>) when determining whether an Enrollment or Withdrawal Code is appropriate.

Confirm Membership Days

Review:

- MEMDaysNVIO
- MEMDaysVIO

Confirm that the membership information is consistent with the [ADM](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-membership-adm>) and [10-Day Violations](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations>) reviews already completed.

MEMDaysNVIO represents membership days not in violation. **MEMDaysVIO** represents applicable membership days associated with a Ten-Day Rule violation.

If MEMDaysVIO is unexpected, return to [Review PMR 10-Day Violations](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-10-day-violations>).

If the membership day information is otherwise unexpected, return to [Review PMR Average Daily Membership \(ADM\)](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-membership-adm>) or [Review PMR Student Day](#)

[Detail](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail>), as applicable.



Note: Do not combine MEMDaysNVIO and MEMDaysVIO when calculating ADM. ADM is calculated using applicable non-violation membership days according to SASA (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) requirements.

Confirm ADM

Review the **ADM** reported on the PMR Summary for each applicable State Grade.

During the [Review PMR Average Daily Membership \(ADM\)](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-membership-adm>), individual student ADM values were reviewed and totaled by **StateGrade** using the spreadsheet **SUM** function.

Confirm that:

- The student level ADM information has been reviewed and is accurate.
- The ADM Summary was filtered by StateGrade and individual ADM values were totaled for each applicable grade.
- Each State Grade ADM total was rounded to the nearest whole number.
- The Rounded State Grade ADM aligns with the corresponding ADM on the PMR Summary.
- The applicable Group Total equals the sum of the rounded State Grade ADM values.
- Investigate an unexpected difference before continuing.

Important: The PMR Summary does not calculate the Group Total by summing all unrounded student level ADM values and then rounding the result. Each State Grade ADM is rounded first. The applicable rounded State Grade values are then summed to determine the Group Total.

SummaryGroup	StateGrade	ADA	ADM	
Standard	09	58	59	5
Standard	10	51	53	5
Standard	11	48	50	5
Standard	12	51	52	5
Standard	Group Total	208	214	2

Example: In the Standard Summary Group shown above, the rounded State Grade ADM values are **59, 53, 50, and 52**. The Group Total ADM is **214**:
59 + 53 + 50 + 52 = 214

Confirm Attendance

Review the PMR Summary attendance information.

Compare:

- **Total Days Present**
- **Days Absent**

with the attendance information verified during **Review PMR Average Daily Attendance (ADA)**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-attendance-ada>).

Confirm that:

- Present days are reasonable based on the reviewed attendance population.
- Absent days reflect applicable student attendance.
- Unexpected partial day attendance has been reviewed.
- Attendance Code and Present Minutes corrections are reflected in the current PMR data.

If an attendance value remains unexpected, return to **Review PMR Average Daily Attendance (ADA)**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-attendance-ada>) and **Review PMR Student Day Detail** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail>).

Confirm ADA

Review the **ADA** reported on the PMR Summary for each applicable State Grade.

During **Review PMR Average Daily Attendance (ADA)** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-average-daily-attendance-ada>), individual student attendance results were reviewed and the student level ADA values were totaled by **StateGrade** using the spreadsheet **SUM** function.

Confirm that:

- The student level attendance and ADA information has been reviewed and is accurate.
- The ADA Summary was filtered by **StateGrade** and the individual ADA values were totaled for each applicable grade.
- Each State Grade ADA total was rounded to the nearest whole number.
- The rounded State Grade ADA aligns with the corresponding ADA on the **PMR Summary**.
- The applicable **Group Total** equals the sum of the rounded State Grade ADA values.
- Investigate an unexpected difference before continuing.



Important: The PMR Summary does not calculate the Group Total by summing all unrounded student level ADA values and then rounding the result. Each State Grade ADA is rounded first. The applicable rounded State Grade values are then summed to determine the Group Total.

Example: In the Standard Summary Group shown above, the rounded State Grade ADA values are **58, 51, 48, and 51**. The Group Total ADA is **208**:

$$58 + 51 + 48 + 51 = 208$$

Confirm Membership Last Day

Review:

- **MEMLastDayNVIO**
- **MEMLastDayVIO**

Compare the values with the totals verified during **Review PMR Membership Last Day**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-membership-last-day>).

Confirm that:

- The ADM Summary MEMLastDayNVIO total aligns with the PMR Summary MEMLastDayNVIO value.
- The ADM Summary MEMLastDayVIO total aligns with the PMR Summary MEMLastDayVIO value.
- Students with verified last day Ten-Day Rule violations are represented appropriately.
- Students who withdrew on the final instructional day were reviewed appropriately.

- Students included in MLD met the applicable membership requirements for the final instructional day.

If an MLD value remains unexpected, return to **Review PMR Membership Last Day**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-membership-last-day>).

Complete a Final Reasonableness Review

After reconciling the detailed reports with the PMR Summary, review the report as a whole.

Ask:

- Can the enrollment totals be explained by the reviewed enrollment activity?
- Can the withdrawal totals be explained by the reviewed withdrawal activity?
- Are membership violation days supported by the 10-Day violation review?
- Do the rounded State Grade ADM values and applicable Group Totals align with the verified ADM Summary information?
- Do present and absent days align with the verified attendance information?
- Do the rounded State Grade ADA values and applicable group Totals align with the verified ADA Summary information?
- Does Membership Last Day align with the verified final day population?
- Have all unexpected differences been investigated?



Tip: The goal is not for a PMR value to match an assumed number. The goal is for each reported value to be supported by accurate student, enrollment, schedule, attendance, and calendar information.

PMR Summary Review Checklist

- ☐ Enrollment activity reviewed
- ☐ Withdrawal activity reviewed
- ☐ 10-Day violation information reviewed
- ☐ Membership Days NVIO and VIO reviewed
- ☐ State Grade ADM and applicable Group Totals reconciled with ADM Summary
- ☐ Present and absent days reviewed
- ☐ State Grade ADA and applicable Group Totals reconciled with ADA Summary
- ☐ Membership Last Day NVIO and VIO reconciled
- ☐ Unexpected results investigated

- ☐ Applicable corrections reflected in the current PMR data
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If the PMR Summary Changes

If corrections are made after reviewing the PMR Summary:

- Save the applicable source-data corrections.
- Select **Review** for the affected detailed PMR report.
- Confirm that the correction produces the expected student level result.
- Select **Review** for **PMR Summary** again.
- Confirm that the updated summary reflects the corrected information.
- Repeat the applicable reconciliation before completing the PMR review. If the correction affects ADM or ADA, reconfirm the applicable **State Grade value and Group Total**.



Important: A correction may affect more than one PMR value. Review all applicable summary fields after source data is changed.

Complete the Review

When the PMR Summary is supported by the detailed data review:

- Confirm that no unexplained differences remain.
- Proceed to the applicable PMR submission process when all required reviews are complete.



Month 2: After Month 2 PMR has been submitted, complete the **Review PMR Best 1 of 2 ADM** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-best-1-of-2-adm>) **process**.

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