

Review PMR Best 1 of 2 ADM

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Summary

Review the **Best 1 of 2** report after the Month 2 Principal's Monthly Report (PMR) has been verified, reviewed, and submitted.

Best 1 of 2 compares Month 1R and Month 2 Average Daily Membership (ADM) by grade level and reports the higher ADM for each applicable grade. Funding allotments are based on the Best 1 of 2 ADM results.

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 additional information about ADM funding allotments.



Note: Best 1 of 2 is an additional **Month 2** review. This report becomes available after Month 2 PMR Summary has been reviewed and submitted.

Understand Best 1 of 2

Best 1 of 2 compares applicable ADM for each grade level between:

- **Month 1R** - Month 1 data re-snapshotted when the Month 2 snapshot data is captured.
- **Month 2** - ADM reported for the Month 2 PMR.

For each applicable grade level, Best 1 of 2 reports the **higher ADM** between Month 1R and Month 2.

The Best 1 of 2 report displays ADM as whole numbers by State Grade. The applicable ADM for each State Grade is rounded to the nearest whole number:

- A value **less than 0.5** rounds down.
- A value of **0.5 or greater** rounds up.

The applicable **StandardTotal** and **PKTotal** are calculated by summing the rounded State Grade ADM values.

Best 1 of 2 ADM is used for applicable funding allotments. Refer to the [SASA Manual](https://www.dpi.nc.gov/districts-) (https://www.dpi.nc.gov/districts-

[schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394](#) for additional information about the relationship between student membership, ADM, and funding allotments.



Important: Complete the Month 2 PMR data review and correct inaccurate source data before verification and submission. Do not change accurate student information solely to affect the Best 1 of 2 calculation.

Before Reviewing Best 1 of 2

Before reviewing Best 1 of 2:

- Complete the Month 2 PMR data review.
- Confirm that the Month 2 PMR Summary accurately reflects the reviewed data.
- Complete the applicable Month 2 PMR verification and submission process.
- Confirm that the Month 1R and Month 2 grade level ADM information is available for comparison.

The Best 1 of 2 report cannot be reviewed before Month 2 has been verified and submitted. If the report is accessed before Month 2 submission, the system returns an error.

Understand Month 1R

Month 1R is used in the Best 1 of 2 comparison.

Month 1R represents **Month 1 data re-snapshotted when the Month 2 snapshot data is captured**. It should not be treated as the originally captured Month 1 data.

When reviewing Best1 of 2, use the applicable Month 1R information for the comparison with Month 2.



Note: Best 1 of 2 compares **Month 1R**, not the original Month 1 snapshot, with Month 2.

Review the Grade Level ADM

Before reviewing the selected Best 1 of 2 values, identify the applicable Month 1R and Month 2 ADM by State Grade.

For each applicable State Grade:

- Review the applicable **Month 1R PMR Summary** information.
- Locate the ADM for the State Grade.
- Review the **Month 2 PMR Summary**.

- Locate the ADM for the same State Grade.
- Compare the reported whole number Month 1R and Month 2 ADM values.
- Identify the higher ADM.
- Use the higher value as the expected Best 1 of 2 ADM for the State Grade.



Tip: Best 1 of 2 is calculated by State Grade. Review each applicable State Grade independently rather than comparing only the school's overall ADM.

A simple working table may be helpful. For example:

Grade	Month 1R ADM	Month 2 ADM	Expected Best 1 of 2
6	102	105	105
7	110	108	110
8	97	97	97

The Month 1R and Month 2 values in this comparison represent the **whole number State Grade ADM reported on the applicable PMR Summary**.

This working table example is for the review process. The Best 1 of 2 report itself displays the selected higher ADM rather than both values used in the comparison.

Review the Best 1 of 2 Report

After Month 2 has been verified and submitted:

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **PMR Best 1 of 2** as the **Extract Type**.
- The **School Month Sequence 2** auto populates for this extract.

NC PMR Collection ☆

Reporting > NC State Reporting > NC PMR Collection

Report Options

Extract Type(Required) (Choose one)
Best 1 of 2 Report

School Month Sequence(Required) (Choose one)
2

Output Options

Report Processing:
☒ Submit to Batch Queue

Queue Options:
☐ High Priority
☐ Keep Until I Delete

Format Type:
☐ HTML
☒ CSV

- Select the applicable report format.

- Select **Review**.
- Open the completed report from the report queue.
- Locate the applicable school.
- Review the ADM reported for each applicable grade level.
- Review **StandardTotal** and **PKTotal**, as applicable.

The report provides 1 row per school and reports the selected Best 1 of 2 ADM by grade level when more than one calendar is included.

StandardTotal and **PKTotal** represent the sum of the applicable rounded State Grade ADM values reported on Best 1 of 2.

GradeKG	Grade01	Grade02	Grade03	Grade04	Grade05	Grade06	Grade07	Grade08	Grade09	Grade10	Grade11	Grade12	Grade13	StandardTotal	GradePK	GradePR	PKTotal
54.000	51.000	61.950	53.500	53.000	50.700	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	324.150	31.900	0.000	31.900

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.

Compare the Best 1 of 2 Results

For each applicable State Grade:

- Review the whole number ADM reported on the **Month 1R PMR Summary**.
- Review the whole number ADM reported on the **Month 2 PMR Summary**.
- Identify the higher value.
- Compare the higher value with the corresponding State Grade ADM on the **Best 1 of 2** report.
- Confirm that the Best 1 of 2 reflects the expected higher ADM.
- Repeat for each applicable State Grade.

After confirming the State Grade values:

- Sum the applicable rounded State Grade ADM values reported for the Standard grades.
- Confirm that the result aligns with StandardTotal.
- Sum the applicable rounded State Grade ADM values reported for the PK grades, as applicable.
- Confirm that the result aligns with PKTotal.

For example:

Month 1R ADM = 105

Month 2 ADM = 109

Expected Best 1 of 2 ADM = 109

If Month 1R is higher, the Best 1 of 2 report should reflect the Month 1R ADM for that State Grade.

If the values are equal, the expected Best 1 of 2 ADM is the same value.

Reviewing Grade Levels Reporting Zero

The Best 1 of 2 report may display 0 when the applicable grade is not enabled for the school or the grade does not exist on the applicable PMR Summary.

If a zero is expected, no additional review is needed.

If a zero is unexpected:

- Confirm that the grade level applies to the school.
- Review the applicable Month 1R PMR Summary information.
- Review the Month 2 PMR Summary.
- Confirm whether ADM is reported for the applicable grade.
- Investigate the underlying PMR information when the expected grade level ADM is missing.

If a Best 1 of 2 Value Is Unexpected

If the Best 1 of 2 value does not reflect the expected higher ADM:

- Confirm the applicable Month 1R ADM.
- Confirm the Month 2 ADM.
- Confirm that the correct grade level is being compared.
- Verify that the values are from the applicable PMR Summary information.
- Compare the higher value with the Best 1 of 2 result again.

If the underlying submitted PMR information appears inaccurate, follow the [State Report Deletion Requests](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/state-report-deletion-requests) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/state-report-deletion-requests>) process to request a resubmit of the applicable PMR.



Important: Best 1 of 2 is a calculated result based on PMR ADM. Do not change accurate enrollment, scheduled, attendance, or other student information solely to affect the Best 1 of 2 value.

Determine Whether Additional Review Is Needed

Review Result	Recommended Action
Month 1R ADM is greater than Month 2 ADM	Confirm Best 1 of 2 reports the Month 1R ADM for the applicable State Grade.

Review Result	Recommended Action
Month 2 ADM is greater than Month 1R ADM	Confirm Best 1 of 2 reports the Month 2 ADM for the applicable State Grade.
Month 1R and Month 2 ADM are equal	Confirm Best 1 of 2 reports the same ADM.
Best 1 of 2 reports the expected higher ADM	No additional review is needed for the State Grade.
Grade reports 0 and the grade is not applicable	No correction is needed.
Grade reports an unexpected 0	Review the applicable Month 1R and Month 2 PMR Summary information.
Best 1 of 2 does not reflect the expected ADM	Verify the underlying PMR Summary values and investigate the difference.
StandardTotal equals the sum of the applicable rounded State Grade ADM values	No additional StandardTotal review is needed.
StandardTotal does not equal the sum of the applicable rounded State Grade ADM values.	Review the applicable State Grade Best 1 of 2 values and investigate the difference.
PKTotal equals the sum of the applicable rounded PK State Grade ADM values	No additional PKTotal review is needed.
PKTotal does not equal the sum of the applicable rounded PK State Grade ADM values	Review the applicable PK State Grade Best 1 of 2 values and investigate the difference.
Submitted PMR information appears inaccurate	Follow the State Report Deletion Requests (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/state-report-deletion-requests) process for requesting a deletion and resubmission of the applicable PMR.

Verify the Review

After reviewing Best 1 of 2:

- Confirm that each applicable State Grade reports the expected higher ADM from Month 1R or Month 2.
- Confirm that **StandardTotal** equals the sum of the applicable rounded State Grade ADM values.
- Confirm **PKTotal**, as applicable.

- Review unexpected zero values, as applicable.
- Resolve or report unexplained differences according to the applicable process.

When the State Grade ADM values and applicable totals reflect the expected Best 1 of 2 comparison, the review is complete.

Refer to the **SASA Manual** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) for additional information about ADM and funding allotments.

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