

Principal's Monthly Report (PMR)

09/21/2026 10:23 am EDT

The Principal's Monthly Report (PMR) process includes generating the report, resolving identified issues, reviewing reported data, and completing the required submission.

Use the sections below to access guidance for each part of the PMR process. For information about PMR requirements, reporting measures, and available reports, see [Principal's Monthly Report \(PMR\) Overview](https://nc-sandbox.knowledgeowl.com/home/pmr-overview) (<https://nc-sandbox.knowledgeowl.com/home/pmr-overview>).

Follow the PMR workflow below. Use [Troubleshoot PMR](https://nc-sandbox.knowledgeowl.com/home/troubleshoot-pmr) (<https://nc-sandbox.knowledgeowl.com/home/troubleshoot-pmr>) when an issue is identified during generation or data review.



Start the PMR process, use the Preview Period to monitor data, and generate the PMR Summary for the applicable reporting period.



Identify and resolve issues that affect PMR generation or reported data, including PMR Data Validations.



Review calendar, membership, attendance, and student level data to verify the information reported on the PMR.



Complete the final review, approval, and submission of the PMR after reported data has been verified.

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