

Review PMR Enrollments and Withdrawals

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Summary

Review enrollment and withdrawal information for each Principal's Monthly Report (PMR) reporting interval to confirm that reported activity accurately reflects students entering and leaving the school.

Begin with the **PMR Summary** to review enrollment and withdrawal totals. Use the **ADM Summary** to identify the individual students included in those totals. Compare the results with locally available enrollment and withdrawal information, as applicable.

When reported information is unexpected, review the student's enrollment to determine whether source data requires correction.



Important: 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-](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)

[accounting#SchoolAttendanceandStudentAccountingManualSASA-1394](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)) when determining the appropriate Enrollment or Withdrawal Code. Do not change accurate enrollment information only to produce an expected PMR total.

Understand Enrollment Reporting

Enrollment represents students who have enrolled and started attending the school. Students who are enrolled are not necessarily in membership.

The **SASA** ([https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)

[accounting#SchoolAttendanceandStudentAccountingManualSASA-1394](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394)) defines enrollment as the number of **E1 + E2 + R1 + R2 + R3** enrollments and states that enrollment is an increasing number that should not decrease after it is reported.

Use the **PMR Summary** to review the reported counts and the **ADM Summary** to identify the students represented by the applicable Start or End Status.



Tip: An unexpected change in previously reviewed enrollment information may indicate that a previously reported enrollment record was changed and requires additional review.

Establish the Month 1 Enrollment Baseline

Month 1 establishes the starting point for reviewing enrollment activity during the school year.

Students who completed the previous school year and were rolled into the new school year begin the new school year with an **E1** enrollment. These returning students may not appear on a locally maintained entry/withdrawal log.

Determine the local method that will be used to establish the expected beginning of year enrollment population before reconciling the Month 1 E1 count.

Review Month 1 E1 Enrollments

Begin the Month 1 enrollment review with E1.

Review the E1 Total

- Generate the **PMR Summary** for Month 1.
- Locate the reported **E1** count.
- Compare the count with the school's expected beginning of year enrollment population.
- Determine whether the E1 count is reasonable.

If the count is expected, continue to the remaining Enrollment Codes.

If the count is unexpected, use the ADM Summary to identify the students included in the count.

SummaryGroup	StateGrade	ADA	ADM	E1	E2	R1	R2	R3	StartStatusTotal
Standard	01	47.050	50.550	51	0	0	0	0	51
Standard	02	56.850	59.850	61	0	0	0	0	61
Standard	03	48.250	51.750	53	0	0	0	0	53
Standard	04	49.600	52.000	54	0	0	0	0	54
Standard	05	47.400	50.700	52	0	0	0	0	52
Standard	KG	45.700	48.550	51	0	0	0	0	51
Standard	Group Total.	294.850	313.400	322	0	0	0	0	322
PK	PK	23.250	25.450	29	0	0	0	0	29
PK	Group Total.	23.250	25.450	29	0	0	0	0	29

Identify the Students Reported as E1

- Generate the **ADM Summary** in CSV format.
- Open the report in a spreadsheet application.
- Locate **EnrollmentStartStatus**.
- Filter **EnrollmentStartStatus** to **E1**.

- Review the students included in the filtered results.
- Compare the students with the locally established beginning of year enrollment population.
- Identify missing, unexpected, or incorrectly coded students that require additional review.

The ADM Summary provides student level enrollment information used in PMR reporting, including the applicable enrollment Start Status and Start Date. This allows the reported PMR enrollment count to be reviewed at the individual student level.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	SchoolNu mber	EndYear	PMRMo nth	Schedule Structu	CalendarName	StudentStat elID	Enrollment ID	LastName	FirstName	StateGra de	ADM	PrimaryEnr ollment	Admission Status	EnrollmentStar tStatus
1	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 1	Student 1	02		1 Y	MST1	E1
2	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 2	Student 2	05		1 Y	MST1	E1
3	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 3	Student 3	02		1 Y	MST1	E1
4	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 4	Student 4	02		1 Y	MST1	E1
5	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 5	Student 5	KG		1 Y	MST1	E1
6	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 6	Student 6	04		1 Y	MST1	E1
7	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 7	Student 7	05		1 Y	MST1	E1
8	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 8	Student 8	KG	0.95	Y	MED1	E1
9	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 9	Student 9	05		1 Y	MST1	E1
10	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 10	Student 10	01		1 Y	MST1	E1
11	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 11	Student 11	02		1 Y	MST1	E1
12	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 11	Student 11	02		1 Y	MST1	E1

Review Other Month 1 Enrollment Codes

After establishing the E1 population, review the remaining Enrollment Codes reported on the PMR Summary.

Review applicable:

- E2
- R1
- R2
- R3

Review Each Enrollment Code

- Review the applicable Start Status count on the **PMR Summary**.
- Compare the count with available local enrollment information.
- Open the **ADM Summary**.
- Filter **EnrollmentStartStatus** for the applicable Enrollment Code.
- Review the students included in the filtered results.
- Compare the students with the school's enrollment activity.
- Identify records requiring additional review.

For enrollment activity occurring during the school year, a locally maintained entry/withdrawal log may provide a useful source for reconciliation.

Note: Local enrollment documentation supports the review but does not determine the Enrollment Code. Refer to the **SASA Manual** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) to determine the appropriate code based on the student's enrollment history.

Review Enrollment Changes in Months 2-9

After Month 1 has been submitted, use the previously reviewed PMR as a baseline for subsequent reporting intervals.

The review can focus primarily on new or changed enrollment activity rather than reestablishing the beginning of year population each month.

- Generate the current **PMR Summary**.
- Compare the current Start Status counts with the previously reviewed PMR.
- Identify new or unexpected enrollment activity.
- Compare the changes with the local entry/withdrawal log or other applicable local records.
- Use the ADM Summary to identify students associated with a Start Status requiring additional review.
- Investigate unexpected differences.

Investigate an Unexpected Enrollment Count

If a Start Status count is unexpected:

- Open the **ADM Summary**.
- Filter **EnrollmentStartStatus** for the applicable code.
- Review the students in the filtered results.
- Compare the results with the previous PMR and applicable local enrollment activity.
- Identify students who are new, missing, or unexpectedly reported.
- Review the applicable student enrollment when additional research is needed.

Tip: Pay particular attention to an unexpected decrease in previously reported enrollment information. Review whether a Start Date or Local Start Status reported in an earlier PMR was changed.

Review an Individual Enrollment

Open the student's enrollment only when the PMR results identify information requiring additional review:

- Open **Student Information > General > Enrollments**.
- Select the applicable enrollment.
- Review the **Start Date**.
- Review **Local Start Status**.
- Review the student's current year enrollment history.
- Compare the enrollment with supporting documentation and available local records.
- 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>) to determine whether the Enrollment Code is appropriate.
- Correct inaccurate information, as needed.
- Select **Save**.



Important: Do not select an Enrollment Code based on the PMR count expected for the school. The code must accurately reflect the student's enrollment history.

General Enrollment Information

Enrollment ID 957050

Calendar
26-27 Monroe High School

Schedule (read only)
Main

*Grade
11

Class Rank Exclude ☐ External LMS Exclude ☐

*Start Date
08/24/2026

No Show ☐

End Date

End Action

*Service Type
P: Primary

*Local Start Status
E1: Init enroll - this year

Local End Status
Select a Value

State Start Status
E1: Init enroll - this year

State End Status

Review Withdrawals

After reviewing enrollment activity, use the same summary to detail approach to review withdrawals.

Review Withdrawal Totals

- Review the End Status counts on the PMR Summary.
- Compare the reported withdrawal activity with the local entry/withdrawal log or other applicable withdrawal records.
- Identify any unexpected Withdrawal Code counts.
- Determine which codes require student level review.

	W1	W2	W3	W4	W2T	EndStatusTotal
2	0	0	0	0	0	2
0	0	0	0	0	0	0
1	0	0	0	0	0	1
1	0	0	0	0	0	1
2	0	0	0	0	0	2
0	0	0	0	0	0	0
6	0	0	0	0	0	6
1	0	0	0	0	0	1
1	0	0	0	0	0	1

Identify Students Included in a Withdrawal Count

- Open the **ADM Summary**.
- Locate **EnrollmentEndStatus**.
- Filter **EnrollmentEndStatus** for the applicable Withdrawal Code.
- Review the students included in the filtered results.
- Compare the students with the school's withdrawal activity.
- Identify missing, unexpected, or incorrectly coded withdrawals requiring additional review.

	A	B	C	D	E	F	G	H	I	J	R
1	SchoolNu	PMRMo	Schedule	StudentStat	Enrollment	StateGra	EnrollmentEnd				
	mber	EndYear	nth	Structu	CalendarName	eID	ID	LastNam	FirstNam	de	Status
50	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 12	Student 12	01	W1
78	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 15	Student 15	06	W2
244	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 18	Student 18	03	W1
280	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 50	Student 50	04	W1
643	#####	2027	1	Main	26-27 Elementary	#####	#####	Student 80	Student 80	KG	W1

Review an Individual Withdrawal

For a withdrawal requiring additional review:

- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment.
- Review the **End Date**.
- Review the **Local End Status**.
- Compare the enrollment with the entry/withdrawal log and supporting documentation.
- 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>) to determine whether the Withdrawal Code is appropriate.
- Correct inaccurate information, as needed.

- Select **Save**.

The **SASA** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) requires students withdrawing during the school year to be withdrawn on the date they were last in attendance.



Important: Review both the End Date and Withdrawal Code. An incorrect End Date may also affect the student's membership and attendance calculations.

Account for No Shows

Do not treat enrollments correctly processed as **No Show** as regular PMR withdrawal activity.

If a No Show is identified while investigating an unexpected result:

- Open the applicable enrollment.
- Confirm that the student did not attend under the enrollment.
- Review the **No Show** selection.
- Review the applicable enrollment dates.
- Correct the enrollment only when the No Show information is inaccurate.

Refer to the **No Show Start of School | NC Department of Public Instruction** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school#noshow>) guidance for detailed processing requirements.

Determine Whether Additional Review Is Needed

Review Result	Recommended Action
Month 1 E1 count is reasonable	Continue reviewing the remaining Enrollment Codes.
Month 1 E1 count is unexpected	Filter ADM Summary for E1 and review the individual students.
Start Status count is unexpected	Filter EnrollmentStartStatus for the applicable code.
Expected student is missing	Review the student's enrollment and current year enrollment history.

Review Result	Recommended Action
Unexpected student is reported	Verify the Start Date and Local Start Status.
Enrollment Code is incorrect	Correct Local Start Status according to SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394).
Withdrawal count is unexpected	Filter EnrollmentEndStatus for the applicable code.
Expected withdrawal is missing	Review the applicable student's enrollment.
Withdrawal Code is incorrect	Correct Local End Status according to SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394).
Start Date or End Date is incorrect	Correct the applicable date based on the student's enrollment history.
Previously reported information changed unexpectedly	Investigate changes to previously reported enrollment records.
Reported information is accurate	No correction is needed.

Verify The Review or Correction

After completing the enrollment and withdrawal review:

- Save all applicable corrections.
- Rerun the **ADM Summary** when student level information was corrected.
- Regenerate the **PMR Summary**.
- Review the updated enrollment and withdrawal totals.
- Confirm that the reported totals can be explained by the student level results and applicable local records.
- Continue to **Review PMR ADM**.



Note: The goal is not to force PMR totals to match an expected number. Investigate differences until the reported information and underlying student records can be explained.

NEXT: Continue to Review PMR 10-Day Violations.

<https://nc-sandbox.knowledgeowl.com/home/review-pmr-10-day-violations>

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