

Review PMR Average Daily Membership (ADM)

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Summary

Review **Average Daily Membership (ADM)** to identify students whose membership results require additional review.

Use the **ADM Summary** to identify students with an ADM less than 1. First determine whether the result is expected based on the student's enrollment dates, withdrawal dates, Transfer Days Override, or membership violation information.

Use **Student Day Detail** to investigate unexpected ADM results that cannot be explained by the information available on the ADM Summary.



Note: An ADM less than 1 does not necessarily indicate an error. A student who was in membership for only part of the reporting interval may appropriately have an ADM less than 1.

Understand ADM

Average Daily Membership (ADM) is calculated using the number of days a student is in membership and not in violation during the School Month.

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>) defines ADM as the sum of the membership days for non-violating MST1 and MED1 students divided by the number of instructional days in the PMR School Month.

For an individual student:

$$\text{Membership Days NVIO} \div \text{Days in PMR School Month} = \text{ADM}$$

For example, in a 20 day reporting interval:

$$20 \text{ Membership Days NVIO} \div 20 \text{ Instructional Days} = 1 \text{ ADM}$$

A student appropriately in membership for the entire School Month is generally expected to have an individual ADM of 1.

A student may appropriately have an ADM less than 1 when the student is in membership for only part of the reporting interval.



Note: Membership Days in Violation (VIO) are not included in the ADM calculation.

Review the ADM Summary

If the **ADM Summary** was already reviewed while completing **Review PMR Enrollments and Withdrawals** (<https://nc-sandbox.knowledgeowl.com/home/review-pmr-enrollments-and-withdrawals>), continue using the same report.

Otherwise:

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **ADM Summary** as the applicable **Extract Type**.
- Select the applicable **School Month Sequence**.
- Select **CSV** as the 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>) for detailed information about report options and technical report requirements.



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

Identify Students With ADM Less Than 1

Use the ADM Summary to narrow the review to students whose membership results require additional consideration.

- Locate the **ADM** column.
- Filter the column to display values **less than 1**.
- Review the students in the filtered results.
- Determine whether each result can be explained by the student's enrollment, withdrawal, Transfer Days Override, or membership violation information.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	PMR	Mo	Schedule	Student	Enrollment										
1	nth	Structu	CalendarName	eID	ID	LastName	FirstNam	de	ADM	PrimaryEnr	Admission	Enrollment	EnrollmentSta	TransferDaysOver	EffectiveStartDa
9/27	1	Main	26-27 Elementary	*****	*****	Student 8	Student 8	KG	0.85 Y	0.85 Y	MST1	E1	8/25/2026	0	8/25/2026
50/27	1	Main	26-27 Elementary	*****	*****	Student 12	Student 12	01	0 Y	0 Y	MST1	E1	7/1/2026	0	8/24/2026
55/27	1	Main	26-27 Elementary	*****	*****	Student 13	Student 13	06	0.75 Y	0.75 Y	MST1	E1	8/31/2026	0	8/31/2026
78/27	1	Main	26-27 Elementary	*****	*****	Student 15	Student 15	06	0 Y	0 Y	MST1	E1	7/1/2026	0	8/24/2026
229/27	1	Main	26-27 Elementary	*****	*****	Student 25	Student 25	05	0.75 Y	0.75 Y	MST1	E1	8/31/2026	0	8/31/2026
244/27	1	Main	26-27 Elementary	*****	*****	Student 18	Student 18	03	0 Y	0 Y	MST1	E1	7/1/2026	0	8/24/2026
280/27	1	Main	26-27 Elementary	*****	*****	Student 50	Student 50	04	0 Y	0 Y	MST1	E1	7/1/2026	0	8/24/2026
288/27	1	Main	26-27 Elementary	*****	*****	Student 81	Student 81	03	0.85 Y	0.85 Y	MST1	E1	8/27/2026	0	8/27/2026
293/27	1	Main	26-27 Elementary	*****	*****	Student 70	Student 70	01	0.7 Y	0.7 Y	MST1	E1	9/1/2026	0	9/1/2026
301/27	1	Main	26-27 Elementary	*****	*****	Student 71	Student 71	01	0.75 Y	0.75 Y	MST1	E1	8/31/2026	0	8/31/2026
428/27	1	Main	26-27 Elementary	*****	*****	Student 26	Student 26	03	0.95 Y	0.95 Y	MST1	E1	8/25/2026	0	8/25/2026
450/27	1	Main	26-27 Elementary	*****	*****	Student 62	Student 62	KG	0.95 Y	0.95 Y	MST1	E1	8/25/2026	0	8/25/2026
461/27	1	Main	26-27 Elementary	*****	*****	Student 63	Student 63	KG	0.85 Y	0.85 Y	MST1	E1	8/27/2026	0	8/27/2026
469/27	1	Main	26-27 Elementary	*****	*****	Student 65	Student 65	02	0.7 Y	0.7 Y	MST1	E1	9/1/2026	0	9/1/2026
517/27	1	Main	26-27 Elementary	*****	*****	Student 76	Student 76	03	0.75 Y	0.75 Y	MST1	E1	8/31/2026	0	8/31/2026
551/27	1	Main	26-27 Elementary	*****	*****	Student 30	Student 30	06	0.95 Y	0.95 Y	MST1	E1	8/25/2026	0	8/25/2026
578/27	1	Main	26-27 Elementary	*****	*****	Student 32	Student 32	KG	0.7 Y	0.7 Y	MST1	E1	9/1/2026	0	9/1/2026
643/27	1	Main	26-27 Elementary	*****	*****	Student 80	Student 80	KG	0 Y	0 Y	MST1	E1	7/1/2026	0	8/24/2026
737/27	1	Main	26-27 Elementary	*****	*****	Student 90	Student 90	PK	0.7 Y	0.7 Y	MST1	E1	9/1/2026	0	9/1/2026



Tip: Review expected partial month enrollments first. This reduces the number of students requiring detailed review.

Review Enrollment and Withdrawal Dates

For each student with ADM less than 1, first determine whether the student was enrolled for the entire School Month.

Review the applicable enrollment dates available on the ADM Summary.

Student Enrolled After the School Month Began

If the student's enrollment began after the first instructional day of the School Month:

- Review the applicable enrollment Start Date.
- Confirm that the date accurately reflects when the student entered the school.
- Confirm that the student was appropriately in membership beginning on that date.
- Determine whether the individual ADM reasonably reflects the portion of the reporting interval the student was in membership.

If the enrollment information is accurate and explains the ADM, no additional review is needed for that result.

Student Withdrew Before the School Month Ended

If the student withdrew before the last instructional day of the School Month:

- Review the applicable enrollment End Date.
- Confirm that the date accurately reflects the student's last day in attendance.
- Confirm that the student was appropriately in membership through the End Date.
- Determine whether the individual ADM reasonably reflects the portion of the School Month the student was in membership.

If the withdrawal information is accurate and explains the ADM, no additional review is needed for that result.

Important: Do not change accurate Start or End Dates to produce an ADM of 1. Enrollment dates must accurately reflect when the student entered and withdrew.

Review Transfer Days Override

If the enrollment and withdrawal dates do not fully explain the student's ADM, review **TransferDaysOverride** and the applicable effective date information.

A Transfer Days Override may affect the number of membership days used for the student's PMR calculation.

- Locate **TransferDaysOverride** on the ADM Summary.
- Determine whether a value is reported.
- Review the applicable effective date information.
- Confirm that the Transfer Days Override is appropriate for the student's enrollment circumstances.
- Confirm that the value entered is accurate.

If the Transfer Days Override is accurate and explains the student's ADM, no additional correction is needed.

If the value appears incorrect, review the student's enrollment before making a correction.

Refer to **WARN-04** (<https://nc-sandbox.knowledgeowl.com/home/warn-04>) for additional guidance on reviewing Transfer Days Override.

Review Membership Violation Days

If the student was enrolled for the expected portion of the School Month, review the membership day information.

Locate:

- **Membership Days NVIO**
- **Membership Days VIO**
- **ADM**

A student may have membership days that are classified as violation days. These days are not included when calculating ADM.

If **Membership Days VIO** is greater than zero:

- Review the student's violation information.
- Determine whether the violation appropriately explains the reduced ADM.
- Confirm that the underlying attendance information is accurate.

Refer to **WARN-01** (<https://nc-sandbox.knowledgeowl.com/home/warn-01>) and the **SASA Manual** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) for

additional information about the Ten-Day Rule and membership violations.



Note: Do not add Membership Days VIO to Membership Days NVIO when determining the student's ADM. ADM is calculated from the student's non-violation membership days.

Identify Students Requiring Additional Review

After reviewing the information available on the ADM Summary, focus on students whose ADM remains unexpected.

Additional review is needed when the student:

- Has an ADM less than 1.
- Appears to have been enrolled for the expected School Month.
- Does not have an enrollment or withdrawal date that explains the reduced ADM.
- Does not have an applicable Transfer Days Override that explains the result.
- Does not have membership violation information that explains the result.

Do not change enrollment, schedule, attendance, or other source data based only on the ADM value.

The next question is:

Which instructional day or days affected the student's membership calculation?

Use **Student Day Detail** to answer that question.

What Can Cause Unexpected ADM?

If enrollment dates, withdrawal dates, Transfer Days Override, and membership violation information do not explain an ADM less than 1, review the student's daily membership results.

Membership may be affected when the student's enrollment, schedule, or instructional day information does not support membership for one or more instructional days.

Area	What may Affect Membership
Enrollment	The student's enrollment may not cover the instructional day.
Admission Status	The Admission Status may not accurately reflect the student's instructional program or membership eligibility.
Student Schedule	The student may not be scheduled for at least 50% of the applicable instructional day.
Roster Dates	Course roster Start or End Dates may prevent a scheduled course from being included on an instructional day.

Area	What may Affect Membership
Period Schedule	A different abbreviated Period Schedule may be assigned to the day, changing the instructional minutes available for that day.
Section Placement	A course section may not be associated with the Period Schedule used on the applicable instructional day.
Calendar/Day Setup	The applicable instructional day or Period Schedule may not be configured as expected.



Tip: When an unexpected ADM is associated with only certain instructional days, review the **Period Schedule** used on those days. An abbreviated or alternate Period Schedule may change the instructional minutes available to the student. Confirm that the student's applicable course sections are included in the Period Schedule and that the student is scheduled for the instructional time required for membership.

Investigate Unexpected ADM

If the student's ADM cannot be explained by enrollment dates, withdrawal dates, Transfer Days Override, or membership violation information, use **Student Day Detail** to identify the instructional day or days affecting membership.

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **Student Day Detail** as the **Extract Type**.
- Select the same **School Month Sequence** used for the ADM review.
- Select **CSV** as the report format.
- Select **Review**.
- Open the completed report from the report queue.
- Filter the report for the student requiring additional review.
- Review the **D#** columns to identify the instructional day or days with an unexpected result.

Refer to [Review PMR Student Day Detail](https://nc-sandbox.knowledgeowl.com/home/review-pmr-student-day-detail) (<https://nc-sandbox.knowledgeowl.com/home/review-pmr-student-day-detail>) for definitions of the D# values and guidance on the source data review.



Tip: The ADM Summary identifies **which student** requires additional review. Student Day Detail helps identify **which instructional day** requires investigation.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	SchoolNu	PMRMont	Calendar	ScheduleS	StudentSt	Enrollmen				StateGrad	PresentMi	Scheduled	PresentMi	Scheduled		
	mber	EndYear	h	Name	tructure	atelD	tiD	LastNari	FirstNari	e	D1	utes1	Minutes	D2	utes2	Minutes
614	#####	2027	1	26-27	High Main	#####	#####	Student 1	Student 1		11	Absent Sch	118	118	Absent Sch	95

Confirm the ADM Total

After reviewing unexpected individual ADM results, use the **ADM Summary** to confirm the grade level ADM reported on the **PMR Summary**.

The PMR Summary reports ADM as whole numbers by State Grade. Each State Grade ADM is rounded to the nearest whole number:

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

The applicable Group Total or School ADM is then calculated by **summing the rounded State Grade ADM values**.



Important: Do not sum all student ADM values and round only the final school total. PMR Summary rounding occurs at the State Grade level before the applicable grade level values are summed for the Group Total.

Review ADM By State Grade

- Open the reviewed **ADM Summary** CSV file.
- Locate the **StateGrade** and **ADM** columns.
- Filter **StateGrade** for an applicable grade level.
- Use the spreadsheet **SUM** function to total the ADM values for the filtered grade.
- Round the grade level total to the nearest whole number:
 - Less than 0.5 rounds down.
 - 0.5 or greater rounds up.
- Review the **PMR Summary** for the same School Month Sequence.
- Compare the rounded grade level ADM with the ADM reported for the same State Grade.
- Repeat the process for each applicable State Grade.
- Sum the applicable **rounded State Grade ADM values**.
- Compare the result with the applicable Group Total or School ADM on the PMR Summary.
- Investigate an unexpected difference before completing the ADM review.



Tip: Filtering the ADM Summary by StateGrade allows the student level ADM values to be reconciled with the whole number grade level ADM reported on the PMR Summary.

For Example:

State Grade	Student Level ADM Sum	Rounded PMR ADM
6	98.42	98
7	101.50	102
8	97.76	98
School/Group Total		298

The Group Total is $98 + 102 + 98 = 298$. The unrounded student level values are not summed together and then rounded to determine the PMR Summary Group Total.

Determine Whether Additional Review Is Needed

Review Result	Recommended Action
ADM = 1 and membership information is accurate	No additional ADM review is needed.
ADM < 1 and the student enrolled after the School Month began	Verify the enrollment information. No correction is needed when the information is accurate and explains ADM.
ADM < 1 and the student withdrew before the School Month ended	Verify the withdrawal information. No correction is needed when the information is accurate and explains the ADM.
ADM < 1 and Transfer Days Override explains the result	Confirm that the Transfer Days Override and applicable effective date information are accurate. No correction is needed when accurate.
ADM < 1 and Membership Days VIO explains the result	Account for the verified days. No correction is needed when the underlying attendance and violation information are accurate.
ADM < 1 remains unexplained	Use Review PMR Student Day Detail (https://nc-sandbox.knowledgeowl.com/home/review-pmr-student-day-detail) to identify the instructional day or days affecting membership.
Student Day Detail identifies No Enr, No Sch, or Absent Sch on an unexpected day	Review the applicable enrollment, student schedule, roster dates, Period Schedule, section placement, or calendar information. Correct only inaccurate source data.
Source data is accurate and the ADM result is expected	No correction is needed solely to produce an ADM of 1.

Review Result	Recommended Action
Rounded State Grade ADM does not align with the corresponding PMR Summary ADM	Confirm the StateGrade filter and student level ADM values for the grade. Investigate the difference before continuing.
Sum of the applicable rounded State Grade ADM values aligns with the PMR Summary Group Total	ADM reconciliation is complete.
PMR Summary Group Total does not equal the sum of the applicable rounded State Grade ADM values	Review each State Grade ADM reconciliation and investigate the difference before completing the ADM review.

Verify the Review or Correction

If a correction was made:

- Save the applicable source data changes.
- Select **Review** for **Student Day Detail** again when daily source data was corrected.
- Select **Review** for **ADM Summary** again.
- Confirm that the student's **Membership Days NVIO**, **Membership Days VIO**, and **ADM** reflect the corrected information.
- Repeat the applicable **Confirm the ADM Totals** steps when the correction affects the State Grade or Group Total.
- Review any remaining students with unexpected ADM results.

If no correction was needed:

- Confirm that unexpected ADM results are explained by accurate source data.
- Confirm that the ADM Summary has been reconciled with the PMR Summary.

If ADM results remains unexplained, continue to **Review PMR Student Day Detail** (<https://nc-sandbox.knowledgeowl.com/home/review-pmr-student-day-detail>).

When the student level ADM results are accurate and the ADM totals have been reconciled, continue to **Review PMR Average Daily Attendance (ADA)** (<https://nc-sandbox.knowledgeowl.com/home/review-pmr-ada>).

NEXT: Continue to **Review PMR ADA**.

(<https://nc-sandbox.knowledgeowl.com/home/review-pmr-ada>)

If an ADM result requires day level investigation, use **Review PMR Student Day Detail**.

(<https://nc-sandbox.knowledgeowl.com/home/review-pmr-student-day-detail>)

[sandbox.knowledgeowl.com/home/review-pmr-student-day-detail](https://nc-sandbox.knowledgeowl.com/home/review-pmr-student-day-detail))

