

Review PMR Data

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Summary

Review Principal's Monthly Report (PMR) data after completing the applicable PMR validations and before submitting the PMR.

Use the PMR reports to verify enrollment, withdrawal, membership, and attendance, and demographic information for the reporting interval. Begin by confirming the students included in PMR and reviewing enrollment and withdrawal activity. Verify known membership violations before reviewing ADM and attendance calculations.

When an unexpected result is identified, use student level and day level detail to determine whether source data requires correction.



Important: The goal of PMR data review is to verify that reported information accurately reflects the school's students. Do not change accurate source data only to produce an expected PMR result.

Recommended Review Process

Complete the PMR data review in the following order.

Review Enrollments and Withdrawals

Confirm that enrollment and withdrawal information accurately reflects student activity.

Review:

- Enrollment Start Dates and End Dates
- Enrollment Codes
- Withdrawal Codes
- Expected enrollment and withdrawal activity

For Month 1, establish the initial enrollment population. For subsequent School Months, use the previously reviewed PMR and applicable local records to identify new or changed enrollment and withdrawal activity.

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 the appropriate Enrollment and Withdrawal Codes.

Review 10-Day Violations

Review students with **10-Day Rule violation days** before evaluating ADM.

Confirm that the reported violation days accurately reflect the student's consecutive unlawful absences and applicable membership requirements.

If the violation is accurate, account for those days when reviewing the student's ADM. If the violation appears incorrect, review the student's attendance and enrollment information before continuing.



Tip: Completing the violation review first helps identify students whose ADM is appropriately reduced because violation days are not included in ADM.

Review Average Daily Membership (ADM)

Review **Average Daily Membership (ADM)** after enrollment, withdrawal, and known violation information has been verified.

Identify students with ADM less than 1 and determine whether the result can be explained by:

- Enrollment after the School Month began
- Withdrawal before the School Month ended
- Transfer Days Override
- Previously verified membership violation days

Use **Student Day Detail** when an ADM remains unexpected.

Review Average Daily Attendance (ADA)

Review **Average Daily Attendance (ADA)** to identify unexpected student attendance results.

Confirm that present and absent days accurately reflect student attendance during the School Month.

Use **Student Day Detail** when an attendance result requires day level investigation.

Review Student Day Detail

Use the **Student Day Detail** to investigate unexpected membership or attendance results identified during the ADM or ADA review.

Review the **Day #**, **Present Minutes**, and **Scheduled Minutes** for the applicable instructional day. Use the daily result to determine whether enrollment, schedule, attendance, Period Schedule, or calendar information requires additional review.



Tip: Student Day Detail is a drill down resource. Use it when ADM or ADA result identifies a result requiring additional investigation rather than reviewing every student in the report.

Review Membership Last Day

Review **Membership Last Day (MLD)** to confirm that students who should be in membership on the final instructional day of the School Month are included.

Consider enrollment and withdrawal dates, membership status, and applicable violation information when reviewing unexpected results.

Review the PMR Summary

Complete the overall PMR review with the **PMR Summary**.

Confirm that summarized enrollment, withdrawal, membership, attendance, ADM, and MLD information aligns with the detailed data reviewed throughout the process.

Resolve unexpected results before proceeding with PMR submission.

Additional Month 2 Review

Month 2 includes **Month 1R** and **Month 2** PMR information. Month 1R represents Month 1 data re-snapshotted when the Month 2 snapshot is captured.

Complete the Month 2 PMR data review using the applicable Month 1R and Month 2 information. After the Month 2 PMR has been verified and submitted, review **Best 1 of 2 ADM** to confirm the higher ADM reported for each applicable State Grade.

Review Workflow

Follow the review articles in order. When an unexpected result is identified, use the applicable detailed report to investigate the source data before continuing.

1

Review PMR Enrollments and Withdrawals

Verify enrollment and withdrawal dates, codes, and reported activity.

2

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Verify membership violation days before reviewing ADM.

3

Review DMP ADM

Identify students with unexpected ADM and determine which records require additional review.

4

Verify attendance and investigate unexpected ADA results.

Use as Needed

Use **Student Day Detail** when an ADM or ADA result requires day level investigation. After reviewing the daily result, return to the applicable ADM or ADA review.

Use daily membership and attendance results to investigate unexpected student calculations.

Continue the PMR Review

5

Review DMP Membership Last Day

Confirm students included in membership on the final instructional day.

6

Complete the final review of summarized PMR data before submission.

After Month 2 Submission

Review Best 1 of 2 after the Month 2 PMR has been verified and submitted. 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>) for additional information about ADM and funding allotments.

Compare Month 1R and Month 2 grade level ADM and confirm the ADM reported for Best 1 of 2 funding.