

Submit PMR

09/21/2026 2:54 pm EDT

Summary

Complete the Principal's Monthly Report (PMR) submission process after reviewing the PMR data and resolving applicable data issues.

Use the submission workflow to confirm the expected reporting timeline, generate and review the PMR Summary, submit the completed PMR, and monitor submission status across the Public School Unit (PSU).



Important: NCDPI School Business expects the PMR to be submitted within **5 calendar days after the School Month End Date**. NCSIS does not prevent a PMR from being generated or submitted after the expected submission date.

PMR Submission Workflow

Complete the PMR submission process after the applicable data review is complete.

1. **Confirm the Submission Timeline** - Review the expected submission dates for the applicable School Month.
2. **Generate the PMR Summary** - Create the PMR Summary snapshot for the applicable School Month.
3. **Review the PMR Summary** - Confirm that the report reflects the PMR data already reviewed.
4. **Submit the PMR** - Submit the PMR after confirming the reported information is accurate.
5. **Confirm Submission Status** - Verify that the PMR was submitted and monitor completion across the PSU.



Review the submission timeline and complete the Generate, Review, and Submit process for the PMR Summary.



PSU.

applicable PMR Submission Status validation to monitor submitted and outstanding PMRs across the

If a Correction Is Needed After Submission



Important: If a correction is required after the PMR has been submitted, complete the **State Report Deletion Requests** (<https://nc-sandbox.knowledgeowl.com/home/state-report-deletion-requests>) process. NCDPI School Business must approve the deletion before the corrected PMR can be generated and submitted.

NCSIS Knowledgebase | Article: Submit PMR | Last Updated: 09/21/2026 2:54 pm EDT
