

PMR Info Validations

09/23/2026 12:38 pm EDT

PMR Info Validations Overview

INFO validations identify conditions that should be reviewed for accuracy or awareness. Select the applicable validation rules below to determine what information should be verified and whether additional action is needed.

Info validations do not have to be cleared to review the PMR extract reports, but the information should be verified and corrected if not valid.

Navigation: [Menu](#) > [Reporting](#) > [Data Validation](#) > [Data Validation Report](#) > [M# PMR Validations INFO](#)

INFO-01

Rule: Students List On PMR And No Longer Enrolled

Summary

This validation identifies students who were enrolled during the current school year and have since been withdrawn.

Review the student's enrollment information to confirm that the student was appropriately enrolled and withdrawn.



Note: Enrollment processed as **No Show** are excluded from the PMR and are not included in this validation.

Severity

INFO

What to Review

For each student reported in the validation, review the applicable enrollment.

- Search for the student.
- Open [Student Information > General > Enrollments](#).

- Select the applicable enrollment record.
- Review the **Start Date** and **Local Start Status**.
- Review the **End Date** and **Local End Status**.

General Enrollment Information

Enrollment ID 956244

Calendar 26-27 Buchanan School

Schedule (read only) Main

*Grade 4

Class Rank Exclude ☐

External LMS Exclude ☐

*Start Date 08/31/2026

No Show ☐

End Date 09/21/2026

End Action

*Service Type P: Primary

*Local Start Status E1: Init enroll - this year

Local End Status W1: Transfer Withdrawal

State Start Status E1: Init enroll - this year

State End Status W1: Transfer Withdrawal

- Confirm that the enrollment and withdrawal information accurately reflect when and how the student entered and exited the school.

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) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) when verifying Enrollment and Withdrawal Codes.

Recommended Action

Enrollment and Withdrawal Information Are Correct

If the enrollment and withdrawal information accurately reflect the student's enrollment history, no correction is needed.

Continue reviewing any remaining Info validation results

Enrollment or Withdrawal Information Is Incorrect

If the review identifies inaccurate enrollment information:

- Review the documentation supporting the student's enrollment and withdrawal.
- 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 the appropriate dates and codes.
- Correct the inaccurate enrollment information.
- Select **Save**.



Important: Do not change accurate enrollment or withdrawal information only to remove the student from INFO-01. This validation is intended to identify the records for review.

Verify the Review or Correction

If the information is correct:

- Confirm that the student's enrollment and withdrawal information has been reviewed.

- No additional action is needed.

If a correction was made:

- Rerun the applicable PMR INFO Validations.
- Confirm that the validation result reflects the corrected enrollment information.
- Continue reviewing any remaining info validation results.

INFO-02

Rule: R1 Entries Due To Enrollment Changes

Summary

This validation identifies students with an R1 Local Start Status during the current school year.

An R1 enrollment may be created when a student has an applicable enrollment change at the same school. Review the student's previous and current enrollment records to confirm that the W1/R1 process accurately reflects the enrollment change.

Severity

INFO

What to Review

For each student reported in the validation, review the previous and current enrollment records.

- Search for the student.
- Open [Student Information > General > Enrollments](#).
- Locate the enrollment with **Local Start Status = R1**.
- Review the **Start Date** and **Local Start Status**.
- Locate the student's previous enrollment at the same school.
- Confirm that the previous enrollment has a **Local End Status of W1**.
- Review the **End Date** of the previous enrollment and the **Start Date** of the R1 enrollment.
- Confirm that the R1 enrollment begins on the **instructional day after the W1 withdrawal**.

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
5	P	26-27 Buchanan School	09/22/2026		
Start Status: R1 Re-Entry - prev in W1					
End Status:					
4	P	26-27 Buchanan School	08/31/2026	09/21/2026	
Start Status: E1 Init enroll - this year					
End Status: W1 Transfer Withdrawal					

- Review the enrollment records to confirm that the W1/R1 process accurately reflects the applicable enrollment change.

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) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) for W1/R1 enrollment requirements.



Tip: The [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) identifies W1/R1 for a student who is placed in another grade level or changes to another Admission Status.

Recommended Action

W1/R1 Enrollment Is Correct

If the enrollment records accurately reflect the applicable enrollment change:

- Confirm that the previous enrollment uses **W1**.
- Confirm that the new enrollment uses **R1**.
- Confirm that the R1 enrollment begins on the **instructional day after the W1 withdrawal**.
- Confirm that the enrollment records accurately reflect the student's grade level or Admission status change.
- No correction is needed.

W1/R1 Enrollment Is Incorrect

If the enrollment records do not accurately reflect the student's enrollment history:

- Review the reason the new enrollment was created.
- 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 the appropriate Enrollment and Withdrawal Codes.
- Review the applicable enrollment dates.
- Correct the inaccurate enrollment information.
- Select **Save**.



Important: Do not change accurate W1/R1 enrollment only to remove the student from INFO-02. This validation is intended to identify R1 enrollments for review.

Verify the Review or Correction

If the enrollment information is correct:

- Confirm that the W1/R1 enrollment relationship has been reviewed.
- No additional action is needed.

- Continue reviewing any remaining info validation results.

If a correction was made:

- Rerun the applicable PMR INFO Validations.
- Confirm that the validation result reflects the corrected enrollment information.
- Continue reviewing any remaining info validation results.

INFO-03

Rule: No-Shows

Summary

This validation identifies student enrollments marked **No Show** with enrollment dates within the applicable calendar year.

Review each reported enrollment to confirm that the student did not attend school and was correctly processed as a No Show.

Severity

INFO

What to Review

For each student reported in the validation, review the previous and current enrollment records.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Confirm that **No Show** is selected.
- Review the enrollment **Start Date** and **End Date**.

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

7/1/2026

No Show

End Date

7/1/2026

End Action

*Service Type

P: Primary

*Local Start Status

E1: Init enroll - this year

Local End Status

W1: Transfer Withdrawal

State Start Status

E1: Init enroll - this year

State End Status

W1: Transfer Withdrawal

- Review the student's attendance information, as needed, to confirm that the student did not attend school under the enrollment.

- Confirm that the enrollment was appropriately processed as a No Show. See the [Start of School | NC Department of Public Instruction](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/start-of-school#noshow) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/start-of-school#noshow>) for guidance on No Showing student enrollments

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) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) for No Show requirements.



Note: A student appearing in INFO-03 does not indicate an error. This validation provides an opportunity to verify that enrollments marked No Show are accurate.

Recommended Action

No Show Is Correct

If the student did not attend school and the enrollment was correctly processed as a No Show:

- Confirm that **No Show** is selected.
- Confirm that the enrollment information accurately reflects the No Show process.
- No correction is needed.

Student Attended School

If the student attended school under the enrollment but the record is marked No Show:

- Review the student's enrollment and attendance documentation.
- Determine the appropriate enrollment information according 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>).
- Correct the inaccurate No Show and enrollment information.
- Confirm that the enrollment accurately reflects when the student began attending school.
- Select **Save**.



Important: Do not remove the No Show selection only to remove the student from INFO-03. Correct the enrollment only when the No Show designation does not accurately reflect the student's enrollment history.

Verify the Review or Correction

If the No Show information is correct:

- Confirm that the enrollment has been reviewed.
- No additional action is needed.
- Continue reviewing any remaining info validation results.

If a correction was made:

- Rerun the applicable PMR INFO Validations.
- Confirm that the validation result reflects the corrected enrollment information.
- Continue reviewing any remaining info validation results.

INFO-04

Rule: Students Who Have Graduated

Summary

This validation identifies students in grade 10 or higher with a Local End Status of W4 during the current school year.

W4 is used when a student completes a formal instructional program before the end of the school year calendar. Review the student's enrollment and completion information to confirm that the W4 withdrawal is appropriate.

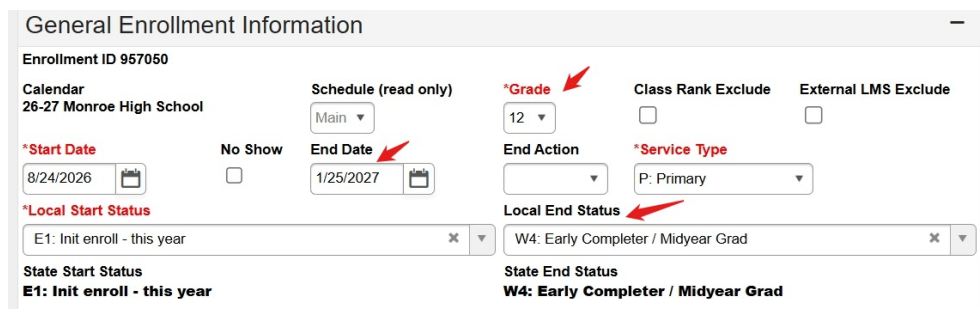
Severity

INFO

What to Review

For each student reported in the validation, review the previous and current enrollment and completion information.

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Review the student's **Grade**.
- Review the **End Date**.
- Review **Local End Status** and confirm that it is **W4**.



General Enrollment Information

Enrollment ID 957050

Calendar: 26-27 Monroe High School

Schedule (read only): Main

*Grade: 12

Class Rank Exclude: ☐

External LMS Exclude: ☐

*Start Date: 8/24/2026

No Show: ☐

End Date: 1/25/2027

End Action:

*Service Type: P: Primary

*Local Start Status: E1: Init enroll - this year

Local End Status: W4: Early Completer / Midyear Grad

State Start Status: E1: Init enroll - this year

State End Status: W4: Early Completer / Midyear Grad

- Review the applicable documentation to confirm that the student completed the formal instructional program before the end of the school year calendar.
- Confirm that the Grade, End Date and Local End Status accurately reflect the student's completion and

enrollment history.

- Confirm all steps in the [Graduation | NC Department of Public Instruction](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation>) checklist have been completed.

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) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) for W4 requirements.

Recommended Action

W4 Withdrawal Code Is Correct

If the student completed the formal instructional program before the end of the school year calendar and the enrollment information is accurate:

- Confirm that **W4** is the appropriate Local End Status.
- Confirm that the **End Date** accurately reflects the student's completion.
- Confirm that the student's **Grade** is accurate.
- No correction is needed.



Note: A student appearing in INFO-04 does not indicate an error. This validation provides an opportunity to verify that the W4 withdrawal accurately reflects the student's completion status.

Enrollment Information Is Incorrect

If the Grade, End Date, or Local End Status does not accurately reflect the student's enrollment or completion:

- Review the documentation supporting the student's enrollment and completion status.
- 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 the appropriate Withdrawal Code.
- Determine which enrollment information requires correction.
- Correct the inaccurate information.
- Select **Save**.



Important: Do not change an accurate W4 withdrawal only to remove the student from INFO-04.

Verify the Review or Correction

If the W4 withdrawal is correct:

- Confirm that the student's enrollment and completion information has been reviewed.
- No additional action is needed.
- Continue reviewing any remaining info validation results.

If a correction was made:

- Rerun the applicable PMR INFO Validations.
 - Confirm that the validation result reflects the corrected enrollment information.
 - Continue reviewing any remaining info validation results.
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INFO-05

Rule: Students With Visitor Admission Status

Summary

This validation identifies students with a Visitor Admission Status during the current school year.

Students with a Visitor Admission Status are enrolled but are not included in **Average Daily Membership (ADM)**. Review each student's Admission Status, enrollment, and schedule to confirm that the Visitor status accurately reflects the student's instructional day.

Severity

INFO

What to Review

For each student reported in the validation, review the student's Admission Status and schedule.

Review the Admission Status

- Search for the student.
- Open *Student Information > General > Enrollments*.
- Select the applicable enrollment record.
- Locate the **State Reporting Fields** section.
- Review **Admission Status**.

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:

Entry Reason: ERDL: NC Different LEA

Withdrawal Reason:

Start Comments:

End Comments:

CRDC School of Accountability:

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar:

Next Schedule Structure:

Next Grade:

State Reporting Fields

State Exclude: ☐

*Admission Status: VST1: Visitor - Standard Day Program/Foreign Exchange Student

Year-Round Transfer Days Override: 0

- Review the student's enrollment and schedule.
- Determine why the student is assigned a Visitor Admission Status.

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) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) to determine whether the Visitor Admission Status is appropriate.

Review the Student Schedule

Review the student's schedule to confirm that it accurately represents the instruction the student receives.

- Open the student's **Schedule**.
- Review the courses scheduled for the student.
- Confirm that all applicable courses are included.
- Review applicable roster dates.

	Q1 (7/1/2026 - 10/7/2026)				
	A	B	C	D	E
1	10242X01-1 English IV Freeman, A	10242X01-1 English IV Freeman, A	10242X01-1 English IV Freeman, A	10242X01-1 English IV Freeman, A	10242X01-1 English IV Freeman, A
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

- Confirm that the schedule accurately reflects the student's instructional day.
- Determine whether the amount of scheduled instruction supports the assigned Admission Status.

The [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting>) identifies

students enrolled for less than 50% of the instructional day as visiting under applicable Admission Status codes. The figure is not rounded; a student enrolled for 49.9% of the instructional day does not meet the 50% membership requirement.



Note: A Visitor Admission Status may be correct when the student's schedule accurately reflects an instructional day that does not meet membership requirements. The purpose of INFO-05 is to verify that both the schedule and Admission Status accurately represent the student.

Recommended Action

Determine whether the student's **schedule** and **Admission Status** accurately reflect the student's instructional day or program.

Schedule and Visitor Admission Status Are Correct

If the student's schedule is accurate and the Visitor Admission Status appropriately reflects the student's circumstances:

- Confirm that all applicable courses are included in the student's schedule.
- Confirm that roster dates are accurate.
- Confirm that the Visitor Admission Status is appropriate according 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>).
- No correction is needed.

Student Schedule Is Incorrect

If the student's schedule does not accurately reflect the instruction the student receives:

- Determine the courses the student should attend.
- Add any missing course or section enrollments, as appropriate.
- Correct inaccurate roster dates, when applicable.
- Confirm that the corrected schedule accurately represents the student's instructional day.
- Review the student's Admission Status again after correcting the schedule.
- Determine whether the existing Admission Status remains appropriate.



Important: Do not add courses or change roster dates only to change the student's membership status. The schedule must accurately reflect the instruction the student receives.

Admission Status Is Incorrect

If the student's schedule is accurate but the Visitor Admission Status does not accurately reflect the student's instructional program:

- Review the student's enrollment and instructional program.
- 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 the appropriate Admission Status.
- Open the applicable enrollment record.
- Locate the **State Reporting Fields** section.
- Update **Admission Status**.
- Select **Save**.



Important: Do not change the accurate Visitor Admission Status only to include the student in membership. Admission Status must accurately reflect the student's enrollment and instructional program.

Verify the Review or Correction

No Correction Was Needed

If the schedule and Visitor Admission Status are correct:

- Confirm that the student's schedule and Admission Status have been reviewed.
- No additional action is needed.

Schedule Was Corrected

If the student's schedule was corrected:

- Review the corrected schedule.
- Confirm that all applicable courses and roster dates are accurate.
- Review Admission Status to determine whether it remains appropriate.
- Correct the Admission Status if needed.

Admission Status Was Corrected

- Rerun the applicable PMR INFO Validations.
- Confirm that the validation results reflect the corrected information.

Continue reviewing any remaining info validation results.

Choose where to go next:

WARNING Validations

(<https://nc-sandbox.knowledgeowl.com/home/pmr-warning-validations>)

FATAL Validations

(<https://nc-sandbox.knowledgeowl.com/home/pmr-fatal-validations>)

[sandbox.knowledgeowl.com/home/pmr-fatal-validations](https://nc-sandbox.knowledgeowl.com/home/pmr-fatal-validations)

Main PMR

(<https://nc-sandbox.knowledgeowl.com/home/principals-monthly-report>)

