

INFO-05

09/22/2026 10:28 am EDT

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

Main PMR

[https://nc-sandbox.knowledgeowl.com/home/principals-monthly-report-](https://nc-sandbox.knowledgeowl.com/home/principals-monthly-report-pmr)

[pmr\)](#)

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