

Review PMR 10-Day Violations

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Summary

Review the ADM 10-Day Violation Detail report before reviewing Average Daily Membership (ADM).

The report identifies students who meet the Ten-Day Rule criteria and provides daily information used to determine the student's membership violation days. Confirm that the reported unlawful absences accurately reflect the student's attendance before using the violation days to evaluate ADM.



Note: A student appearing on this report does not necessarily indicate an error. The purpose of the review is to confirm that the reported violation and underlying attendance information are accurate.

Understand the Ten-Day Rule

The Ten-Day Rule applies when a student accumulates **10 or more consecutive days of unlawful absences**.

For PMR reporting, the applicable unlawful absence codes are:

- 2A
- 2B
- 2C

The PMR review considers consecutive unlawful absences occurring within the selected School Month and can also consider up to **9 instructional days before and 9 instructional days after** the School Month. This allows a consecutive absence period that crosses School Month boundaries to be evaluated as a single sequence.

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>) for the authoritative Ten-Day Rule and attendance code requirements.

Review the ADM 10-Day Violation Detail Report

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **ADM 10-Day Violation Detail** as the **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 the [NC Principal's Monthly Report Extract | Infinite Campus](https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) (https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) for detailed information about report options and technical report requirements.

Understand the Report

The report includes students who meet the Ten-Day Rule criteria and provides the daily information used to evaluate the consecutive unlawful absences.

Begin by viewing:

- **MEMDaysVIO**
- **MEMLastDayVIO**
- Daily unlawful absence results
- **Unlawful Absence Minutes**
- **Scheduled Minutes**

The daily columns are organized into 3 periods:

Columns	Reporting Period
Minus9-Minus1	Up to 9 instructional days before the selected School Month.
D1-D26	Instructional days within the selected School Month.
Plus1-Plus9	Up to 9 instructional days after the selected School Month.

The actual number of Day# columns depends on the number of instructional days in the selected School Month. Month 1 may not have 9 prior instructional days, and Month 9 may not have 9 instructional days after the interval.



Tip: Use the Day Detail report to identify the actual dates associated with the Minus#, D#, and Plus# instructional day columns.

Understand the Daily Violation Information

For each applicable instructional day, review the daily result together with **Unlawful Absence Minutes** and **Scheduled Minutes**.

When the student meets the applicable unlawful absence criteria for the instructional day, the report displays:

Unlawfully Abs.

Otherwise, the daily result is blank.

Use the daily results to identify the sequence of consecutive unlawful absences that resulted in the Ten-Day Rule violation.



Tip: Do not review only the Day# columns. A violation may begin before the selected School Month or continue into the next School Month. Review the applicable **Minus#** and **Plus#** columns when determining whether the consecutive absence sequence is accurate.

Review MEMDaysVIO

MEMDaysVIO reports the number of unlawful absence days within the selected School Month for a student who meets the Ten-Day Rule criteria.

For each student:

- Review the consecutive daily **Unlawfully Abs.** results.
- Confirm that the student meets the Ten-Day Rule criteria.
- Identify the unlawful absence days occurring within the selected School Month.
- Compare those days with **MEMDaysVIO**.
- Confirm that the reported violation days are reasonable based on the student's attendance.



Important: MEMDaysVIO affects the student's ADM. Violation days are not included in the Membership Days NVIO used to calculate ADM.

This is why completing the Ten-Day violation review **before Review PMR ADM** is useful: verified violation days can already be accounted for when an individual student's ADM is less than 1.

Review MEMLastDayVIO

MEMLastDayVIO identifies whether the student is considered in violation on the last instructional day of the selected School Month.

This report displays:

- **1** when the student meets the applicable last day violation criteria.
- **0** when the student does not.

A student may report **MEMLastDayVIO = 1** when the consecutive unlawful absence sequence reaches the end of the selected School Month or continues into the next reporting interval.

Review this value carefully because it will also be important when reviewing **Membership Last Day**.

Verify the Underlying Attendance

If the violation appears reasonable, confirm that the attendance records supporting the violation are accurate.

For each student requiring review:

- Open *Student Information > General > Attendance*.
- Review the dates identified as **Unlawfully Abs.** on the report.
- Review the applicable **Attendance Code/Excuse**.

Date	Period											
	1	2	3	4	5	6	10	11	12			
09/15/2026 Tue E	2A	2A	2A	2A								
09/14/2026 Mon D	2A	2A	2A	2A								
09/11/2026 Fri B	2A	2A	2A	2A								
09/10/2026 Thu A	2A	2A	2A	2A								
09/09/2026 Wed C	2A	2A	2A	2A								
09/08/2026 Tue E	2A	2A	2A	2A								
09/04/2026 Fri B	2A	2A	2A	2A								
09/03/2026 Thu A	2A	2A	2A	2A								
09/02/2026 Wed C	2A	2A	2A	2A								
09/01/2026 Tue E	2A	2A	2A	2A								
08/31/2026 Mon D	2A	2A	2A	2A								

- Review the recorded attendance time or minutes, as applicable.
- Confirm that the attendance accurately reflects the student's absence.
- Confirm that the unlawful absence codes were used appropriately.



Important: Do not change an accurate unlawful absence code only to remove a Ten-Day Rule violation. Attendance must accurately reflect the student's attendance and reason for absence.

If the Violation Appears Incorrect

If the daily violation results do not align with the student's attendance:

- Identify the instructional day or days that appear incorrect.
- Review the student's attendance records for those dates.
- Determine whether the Attendance Code/Excuse is correct.

- Review applicable attendance time or minutes.
- Correct inaccurate attendance information, as needed.
- Select **Save**.

Refer to **WARN-01** (<https://nc-sandbox.knowledgeowl.com/home/warn-01>) for detailed guidance on reviewing the student's consecutive unlawful absences, enrollment, and Ten-Day Rule requirements.



Note: Correcting an attendance record may change the consecutive absence sequence and therefore change the student's MEMDaysVIO, MEMLastDayVIO, and ADM.

Review Violations Across School Months

Pay particular attention when the consecutive unlawful absences begin before or continue after the selected School Month.

For example:

Minus3 → Unlawfully Abs.

Minus2 → Unlawfully Abs.

Minus1 → Unlawfully Abs.

D1 → Unlawfully Abs.

D2 → Unlawfully Abs.

D3 → Unlawfully Abs.

D4 → Unlawfully Abs.

D5 → Unlawfully Abs.

D6 → Unlawfully Abs.

D7 → Unlawfully Abs.

The student's 10 consecutive unlawful absences span 2 PMR reporting intervals.

Only the applicable violation days occurring **within the selected School Month** are reported in MEMDaysVIO, even though the days before or after the interval may be needed to determine that the student met the Ten-Day Rule criteria.

This distinction is important when comparing violation information between reporting months.

Determine Whether Additional Review Is Needed

Review Result	Recommended Action
Consecutive unlawful absences are accurate.	No attendance correction is needed.
MEMDaysVIO aligns with the violation days in the selected School Month	Account for the verified violation days during ADM review.
MEMLastDayVIO = 1 and the violation reaches or continues beyond the last instructional day	Account for the verified result during Membership Last Day Review
An unlawful absence day is incorrect	Review and correct the applicable attendance record.
Attendance Code is incorrect	Correct the code according to SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) requirements.
Attendance time/minutes are incorrect	Correct the attendance information to reflect the student's actual attendance.
Consecutive absence sequence appears incorrect	Review the applicable daily attendance and refer to WARN-01 (https://nc-sandbox.knowledgeowl.com/home/warn-01).
Source attendance is accurate	Do not change the data solely to remove the violation

Verify the Review or Correction

If no corrections were needed:

- Confirm that the student's consecutive unlawful absence sequence has been reviewed.
- Confirm that **MEMDaysVIO** is reasonable for the selected School Month.
- Note students with **MEMLastDayVio** = 1 for the Membership Last Day review.
- Continue to [Review PMR Average Daily Membership \(ADM\)](https://nc-sandbox.knowledgeowl.com/home/review-pmr-adm) (https://nc-sandbox.knowledgeowl.com/home/review-pmr-adm).

If attendance information was corrected:

- Save the applicable changes.
- Return to **NC PMR Collection**.
- Select **ADM 10-Day Violation Detail**.
- Select the applicable **School Month Sequence**.
- Select **Review**.
- Confirm that the daily violation results reflect the corrected attendance.

- Review the updated **MEMDaysVIO** and **MEMLastDayVIO**.
- Continue to [Review PMR Average Daily Membership \(ADM\)](https://nc-sandbox.knowledgeowl.com/home/review-pmr-adm) (<https://nc-sandbox.knowledgeowl.com/home/review-pmr-adm>).

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

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

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