Principal's Monthly Report (PMR)

This document is to assist users with the generation of the PMR reports in PowerSchool. The PMR reports do NOT generate automatically and must be run in order to include any changes made since the last PMR run. Attendance taken on the same day that the PMR is generated will not be included in the attendance calculation of the PMR until the next day. All PMR reports can be exported.

Note: Prior to running the first PMR or after a start/end date change, be sure to set up the PMR Interval screen. For assistance see, PMR Interval Setup: <u>http://www.nc-sis.org/school_information.html</u>

Generating the PMR

Navigation: Start Page > State Reports > Dashboard

ports > Reports (State Re	eports)				: s 🤊
Repo	orts ReportWorks Dashboards Engine Setup NCDPI Reports				
					Refresh
Curr	ent Collections				
Details	Report	Submission Starts	Submission Ends	Errors / Warnings V	Vorkflow Option
	Principars Monthly Report (PMR 2)	01/01/1990	n/a	Run	
	Dropout Data Collection	10/01/2013	10/20/2013	Run	
	AIG Data Collection	04/15/2014	04/30/2014	0 / 0 🖉 Run	Review
-	Principal's Monthly Report (PMR 1)	01/01/1990	n/a	Run	
-	SAR Data Collection	10/11/2013	10/31/2013	Run	
	Principal's Monthly Report (PMR 3)	01/01/1990	n/a	Run	
-	Retention/Promotion/Graduation Data Collection	09/23/2013	10/02/2013	Run	
	Principal's Monthly Report (PMR 4)	01/01/1990	n/a	Run	
	Graduate Data Verification Report	04/15/2014	04/30/2014	Run	
	Alternative Learning Program Report	06/15/2014	06/30/2014	Run	
	Principal's Monthly Report (PMR 5)	01/01/1990	n/a	Run	
	Principal's Monthly Report (PMR 6)	01/01/1990	n/a	Run	
	Common Follow Up Data Collection Report	11/01/2013	11/30/2013	Run	
	Principal's Monthly Report (PMR 7)	01/01/1990	n/a	Run	
	Principal's Monthly Report (PMR 8)	01/01/1990	n/a	Run	
	Principal's Monthly Report (PMR 9)	01/01/1990	nla	Run	
	Disability Depart	10/01/2012	10/20/2012	0/0 🖉 🗔	
	wiesipinie respon	10/01/2013	10/20/2010	Run	Neview.

1. Click **Run**. The rotating circles indicate the report is generating.



Refresh 🔹

Note: Basic PowerSchool report functionality requires that users click to refresh the queue allowing the user to know the reports are completed and can be reviewed.

- Review 2. Click to open the PMR. Principal's Monthly Report (PMR 1) elect area to review: Data View - Data Views Choose data view: PMR Summary -Principals Monthly Summary by School Total Search Filters Results (0 total records) Results per page 5 -Export << < > >>
- **3.** To view the PMR information select the following:
 - a. Select area to review = Data View
 - **b.** Choose data view = PMR Summary
 - c. Click Search

Important: Filters can be used to re-generate past PMRs.

Note: Click **Results per Page** in the **Results** area to adjust the desired number of lines to display.

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(9 t	total records)																		Results pe	er page	15 -
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	PMR Month	Grade	E1	E2	R1	R2	R3	Total	W1	W2	W3	W4	MEM Last Day NVIO	MEM Last Day VIO	ATT Days NVIO	ATT Days VIO	Days Present	Days Absent NON-1H	Days Absent 1H	ADM	ADA
	1 1	Standard KI	108	0	0	0	0	108	0	0	0	0	108	0	0	0	0	0	0	0	0
	2 1	Standard 01	132	0	1	3	0	136	0	0	0	0	137	0	0	0	0	0	0	0	0
	3 1	Standard 02	119	0	1	1	0	121	0	0	0	0	121	0	0	0	0	0	0	0	0
4	4 1	Standard 03	129	0	1	2	0	132	0	0	0	0	132	0	0	0	0	0	0	0	0
1	5 1	Standard 04	113	0	0	3	0	116	0	0	0	0	117	0	0	0	0	0	0	0	0
	6 1	Standard 05	128	0	0	2	0	130	0	0	0	0	130	0	0	0	0	0	0	0	0
	7 1	STANDARD TOTAL	729	0	3	11	0	743	0	0	0	0	745	0	0	0	0	0	0	0	0
1	8 1	SCHOOL TOTAL	729	0	3	11	0	743	0	0	0	0	745	0	0	0	0	0	0	0	0
1	9 1	PK	7	0	0	0	0	7	0	0	0	0	7	0	0	0	0	0	0	0	0
												<	Page(s) <u>1</u>	of 1 > >>	Exp	ort					

- 4. To view the **PMR Detail Report** select the following:
 - a. Select area to review = Data View
 - **b.** Choose data view = PMR Detail
 - c. Click Search.

Important: Filters can be used to select prior PMRs and/or other fields (Ethnicity, Grade, Admission Status, or Gender).

Click a column heading to sort by that area.

Click **Results per Page** in the Results area to adjust the desired number of lines to display.

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4		1	9		1	MST1	White	F	05	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

- 5. To view the PMR Exception Reports select the following:
 - a. Select area to review = Exceptions
 - **b.** Choose Exceptions = User's choice
 - c. Click Search

Principal's Monthly Report (PMP 1)	
Select area to review. Exceptions -	
✓ Exceptions	
Choose exception: PMR-1: R1 entries due to enrollment changes - Information 🔹 ┥	
Business Rule: Lis PMR-1: R1 entries due to enrollment changes - Information e a grade level or membership status change.	
PMR-8. Students not assigned to a valid Grace/Ethnicity - Fatal	
Steps to Correct: /MH-1U: Students assigned to an incorrect track - / atal /MH-9: Student missing admission status - Fatal	
PMR-11: Students with multiple E1 entries in the same school year - Fatal	Search

Note: Click **Results per Page** in the Results area to adjust the desired number of lines to display.

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