

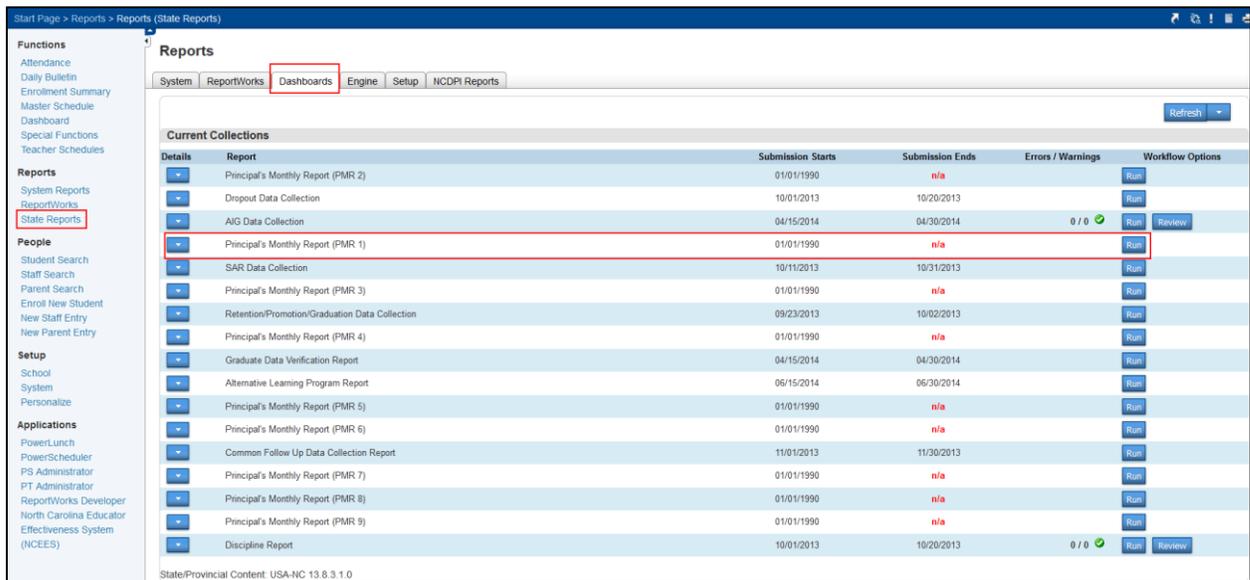
Principal's Monthly Report (PMR)

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: http://www.nc-sis.org/school_information.html

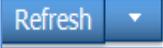
Generating the PMR

Navigation: Start Page > State Reports > Dashboard



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



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.

Principal's Monthly Report (PMR)

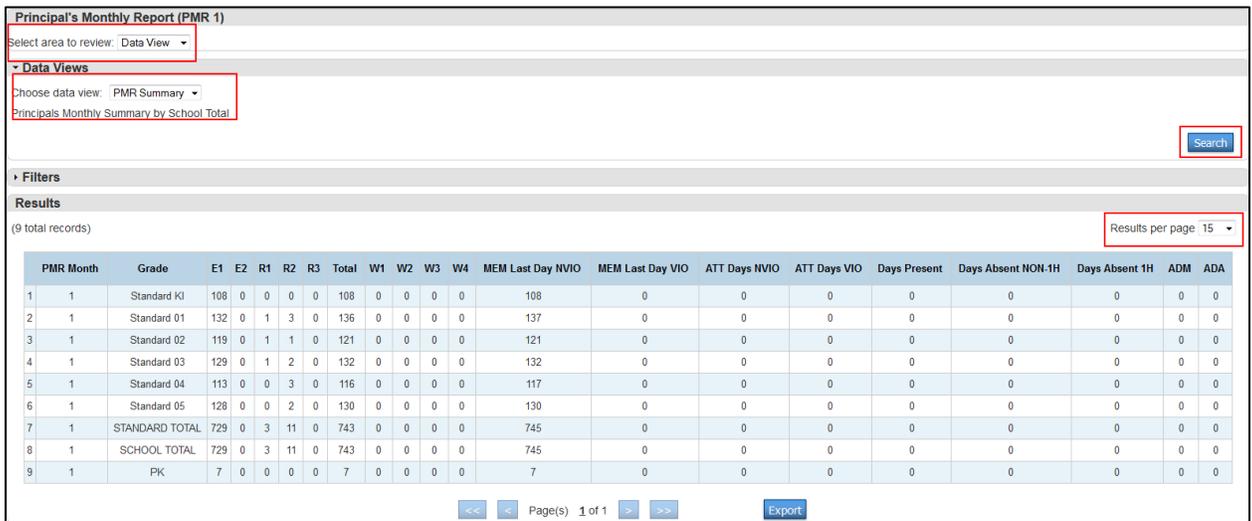
- Click  to open the PMR.



- To view the PMR information select the following:
 - Select area to review = Data View
 - Choose data view = PMR Summary
 - 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.



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	108	0	0	0	0	108	0	0	0	0	0	0	0	0
2	1	Standard 01	132	0	1	3	136	0	0	0	0	137	0	0	0	0	0	0	0	0
3	1	Standard 02	119	0	1	1	121	0	0	0	0	121	0	0	0	0	0	0	0	0
4	1	Standard 03	129	0	1	2	132	0	0	0	0	132	0	0	0	0	0	0	0	0
5	1	Standard 04	113	0	0	3	116	0	0	0	0	117	0	0	0	0	0	0	0	0
6	1	Standard 05	128	0	0	2	130	0	0	0	0	130	0	0	0	0	0	0	0	0
7	1	STANDARD TOTAL	729	0	3	11	743	0	0	0	0	745	0	0	0	0	0	0	0	0
8	1	SCHOOL TOTAL	729	0	3	11	743	0	0	0	0	745	0	0	0	0	0	0	0	0
9	1	PK	7	0	0	0	7	0	0	0	0	7	0	0	0	0	0	0	0	0

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

Principal's Monthly Report (PMR)

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.

Principal's Monthly Report (PMR 1)

Select area to review: Data View

Data Views

Choose data view: PMR Detail

Principals Monthly Student Detail

Search

Filters

Results

PMR Detail (752 total records) Results per page: 15

PMR Month	Student Name	Student State ID	Admission Status	Ethnicity	Gender	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
1	1	1	MST1	White	M	05	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
2	1	Ma	MST1	Hispanic	F	05	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
3	1	W	MST1	White	F	05	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
4	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 (PMR 1)

Select area to review: Exceptions

Exceptions

Choose exception: PMR-1: R1 entries due to enrollment changes - Information

Business Rule: PMR-1: R1 entries due to enrollment changes - Information is a grade level or membership status change.

Steps to Correct: PMR-4: Students with non-funded admission status - Information
 PMR-8: Students not assigned to a valid Race/Ethnicity - Fatal
 PMR-10: Students assigned to an incorrect track - Fatal
 PMR-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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