

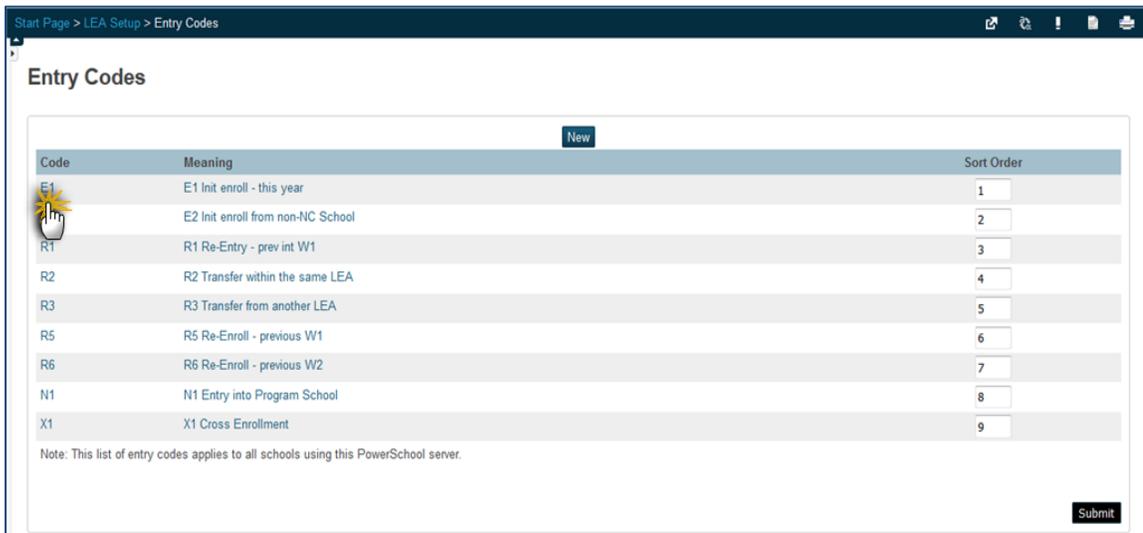
PMR Setup

Before running the PMR Collection/Report, some basic setup is required. This setup is only done *once at the LEA level and will be applicable for all schools within the LEA.*

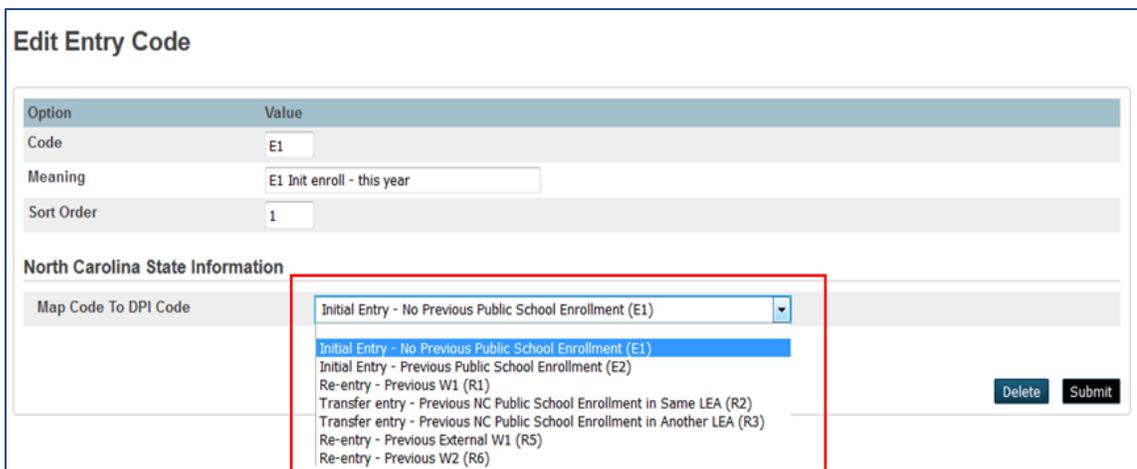
Mapping Entry Codes

Navigation: LEA_Office: Start Page > LEA > Enrollment > Entry Codes

1. **Entry codes** – click the appropriate code.



2. On the **Edit Entry Code** screen select the applicable code from the **Map Code to DPI Code** drop-down in the **North Carolina State Information** section.



3. Click **Submit**.

PMR Setup

- Repeat steps 1 – 3 until all codes have been mapped.

| Entry Code | DPI Code |
|-----------------------------------|---|
| E1 Init enroll – this year | Initial Entry – No Previous Public School Enrollment (E1) |
| E2 Init enroll from non-NC School | Initial Entry – Previous Public School Enrollment (E2) |
| R1 Re-entry – prev int W1 | Previous W1 (R1) |
| R2 Transfer within same LEA | Transfer entry – Previous NC Public School Enrollment in Same LEA (R2) |
| R3 Transfer from another LEA | Transfer entry – Previous NC Public School Enrollment in Another LEA (R3) |
| R5 Re-Enroll – previous W1 | Re-entry – Previous External W1 (R5) |
| R6 Re-Enroll – previous W2 | Pre-entry – Previous W2 (R6) |
| X1 Cross Enrollment | Does NOT map |

Important: *DO NOT CREATE NEW CODES* at this time! The reports are not functioning with new codes.

Mapping Exit Codes

Navigation: LEA_Office: Start Page > LEA > Enrollment > Exit Codes

- Exit Codes** screen - click the appropriate **Code**.

| Code | Meaning | Sort Order |
|------|-------------------------------------|------------|
| W1 | W1 Transfer Withdrawal | 1 |
| W2 | W2 Early Leaver Withdrawal | 2 |
| W3 | W3 Death | 3 |
| W4 | W4 Early Completer / Midyear Grad | 4 |
| W6 | W6 High School Graduate | 5 |
| W2T | Comm Coll Adult High School (CCAHS) | 6 |

Note: This list of exit codes applies to all schools using this PowerSchool server.

- On the **Edit Exit Code** screen select the applicable code from the **Map Code to DPI Code** drop-down in the **North Carolina State Information** section.

PMR Setup

Start Page > District Setup > Exit Codes > Edit Exit Code

Edit Exit Code

| Option | Value |
|------------|------------------------|
| Code | W1 |
| Meaning | W1 Transfer withdrawal |
| Sort Order | 1 |

North Carolina State Information

Map Code To DPI Code

- Transfer Withdrawal (W1)
- Transfer Withdrawal (W1)
- Non-Public Program Withdrawal (W1P)
- Early Leaver Withdrawal - No Plan to Return Current School Year (W2)
- Death Withdrawal (W3)
- Early Completer Withdrawal (W4)
- High School Graduate (W6)
- Summer Transfer Withdrawal (W7)
- UID Student Withdrawal (W9)

Delete Submit

3. Click **submit**.

4. Repeat steps 1 – 3 until all codes have been mapped.

Note: Retention codes typically are only used at EOY and are not mapped, but are included in PowerSchool Exit Codes.

| Exit Code | DPI Code |
|------------------------------------|---------------------------------|
| W1 Transfer withdrawal | Transfer Withdrawal (W1) |
| W2 Early leaver withdrawal | Early Leaver Withdrawal (W2) |
| W3 Death | Death Withdrawal (W3) |
| W4 Early completer / Mid-year grad | Early Completer Withdrawal (W4) |
| W6 High school graduate | High School Graduate (W6) |
| W2T | Early Leaver Withdrawal (W2) |

Important: *DO NOT CREATE NEW CODES* at this time! The reports are not functioning with new codes.

PMR Interval Setup

Once the Entry and Exit Codes have been properly mapped, proceed to setting up the PMR Intervals. Please refer to the **PMR Interval Setup (QRD)** located on the NC SIS website at http://www.nc-sis.org/Documents/school_info/PS_QRD_PMR_Interval_Setup.pdf.

Run the PMR

Once all setup has been completed the PMR is ready to run. Please refer to the **PMR Cheat Sheet** located on the NC SIS website at http://www.nc-sis.org/Documents/school_info/PS_QRD_PMR_Cheat_Sheet_09132013.pdf.

Correct Fatal Errors

Review Warnings to determine if corrections are needed, making the needed corrections in PowerSchool. The report can be re-run as often as necessary to make certain the data is cleaned up until the day after the end date of the report.

1. Choose category= Exceptions
2. Choose data view = Exception

Note: Continue checking all exceptions and correcting data in PowerSchool until data is clear of all fatal errors and warnings have been cleared when applicable.

Principal's Monthly Report (PMR 1)

Choose category: PMR Exceptions

Choose data view: PMR-17: Enrolled students with no schedule - Fatal

Business Rule: List student: Please select

Steps to Correct: For each record, please provide the reason for the error and the date if the student is no longer in this school.

- PMR-17: Enrolled students with no schedule - Fatal
- PMR-25: Students assigned to a track - Warning
- PMR-26: Initial R2/R3 enrollment code invalid - Warning
- PMR-27: Students with too few instructional minutes for PMR reporting - Fatal
- PMR-28: Students not counted due to bad entry and exit dates - Fatal

Results

PMR-17: Enrolled students with no schedule - Fatal (3 total records) Results per page 25

| PMR Month | Student ID | Student Name | Grade |
|-----------|------------|--------------|-------|
| 1 | | | 05 |
| 2 | | | 08 |
| 3 | | | 08 |

<< < Page(s) 1 of 1 > >> Export Clear Cache Back

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.