PMR, ADM, and Best 1 of 2

What School Finance Officers Need to Know About Student Accounting

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PUBLIC INSTRUCTION

The basics

Presentation Topics

- The Basics
- PMR, ADM, and Funding in Arrears
- The Best 1 of 2 ADM Report
- Your role as a Finance Officer or Director
- Know your PMR
- Watch out for these common errors

Students must be counted accurately.

It is the responsibility of the PSU to ensure that student data is entered correctly in the SIS.

Inaccurate reporting of student data in the SIS is considered falsifying student information.

Any school staff member who makes, or procures another to make, false reports or records respecting daily attendance of students shall be guilty of a Class 1 misdemeanor.

The certificate of such person to teach in the public schools of North Carolina can be revoked by the State Superintendent of Public Instruction.

PMR Certification Statement

A school principal must agree to the following statement, accepting all responsibility for the PMR reports, before it may be submitted.

North Carolina General Statute Sections 115C-276(p) and -288(b) together provide that any superintendent, principal, teacher, or other school employee of the public schools, who knowingly and willfully makes or procures another to make any false reports or records, requisitions, or payrolls, respecting daily attendance of students in the public schools or other required reports shall be guilty of a Class 1 misdemeanor, and the certificate of such person to teach in the public schools of North Carolina will be revoked by the Superintendent of Public Instruction.

As principal or the principal's designee of school [SCHOOL NUMBER], I certify that the student accounting information reported in this Principal's Monthly Report (PMR) is true, accurate, and complete and that I have complied with all student accounting requirements according to the School Attendance and Student Accounting (SASA) manual, including but not limited to compulsory attendance and discipline data and that I further understand that the intentional submission of incorrect or false data could lead to certificate revocation and/or criminal prosecution. The approval and submission of this PMR in the SIS serves as my acknowledgement and certification for the data contained in this report.

What is the PMR?

Principal's Monthly Report (PMR)

- Run in the Student Information System (SIS) by the school's data manager at the end of each reporting interval and by DPI at the end of the school year.
  - Average Daily Membership (ADM)
  - Average Daily Attendance (ADA)
  - Membership by Grade, Race, Sex (GRS)
  - Membership Last Day (MLD)
- Each report has a summary and detail version

If only we had a guide to all this…

School Attendance and Student Accounting Manual (SASA)

The SASA contains instructions for accurately reporting your school's Average Daily Membership

School Attendance and Student Accounting Manual (SASA)

What does ADM have to do with funding?

Funding follows member students

School funding is based at least in part on the number of member students in each PSU.

The Best 1 of 2 ADM Report is the source of this number.

What is membership?

Well, yes…
But, no.

What is membership?

An admission status of an enrolled student used for reporting and funding purposes. Enrolled students are either “in membership” or “visiting.” Only member students are included in ADM calculations for school funding and data collections.

Membership is Not:

- **Enrollment:** A count of students who have simply enrolled in and started attending a particular school.
- **Attendance:** A count of students present or absent on an instructional day. A student may remain in membership when absent, unless they have 10 consecutive unexcused absences. These students are considered “in violation” and are automatically removed from ADM.

School Attendance and Student Accounting Manual (SASA)

What is membership?

- School must have a number over 300
- Must be enrolled in your school
- Must be in grade K-13
- Must not have graduated
- Must meet age requirements
- Must meet domicile requirements
- Must be enrolled for at least 50% of the instructional day
- Must be on-site on their initial day of enrollment and present for at least 50% of the instructional day.
- May not be in violation of the 10-day rule
- Ten-day rule: The SIS automatically removes from membership students with 10 consecutive unexcused absences.

School Attendance and Student Accounting Manual (SASA)

What is ADM?

Average Daily Membership (ADM)

The sum of the number of days in membership

for all non-violating member students,

divided by the number of days in the PMR reporting interval (school month).

School Attendance and Student Accounting Manual (SASA)

Reporting intervals

- The school year is divided into 9 reporting intervals, referred to as “school months,” by each PSU’s data manager or SIS coordinator.
- These “months” are instructional days, not calendar days.
- “Monthly” student accounting reports are run in the SIS by the data manager, then verified and approved in the SIS by the school principal.
- These reports are called the Principal’s Monthly Report (PMR).
- Every PSU is required to submit a PMR by the deadline each month or risk Financial Noncompliance status.

ADM Calculation Example, Step 1

Add the number of days each student in a particular grade level was in membership during the PMR reporting interval.

- Student 1: 20 days
- Student 2: 19 days (enrolled on the second day of school)
- Student 3: 20 days
- Student 4: 9 days (removed from membership/in violation of the Ten-Day rule)
- Etc.

The result of this calculation is **Membership Days NVIO** for that grade level.

For the rest of the example, assume that the Membership Days NVIO = **1,800** for that grade level

ADM Calculation Example, Step 2

…divided by the number of days in the PMR reporting interval (school month).

Assuming 20 days in the reporting interval

1,800 student membership days ÷ 20 days = **90**

ADM for that grade level = **90**

Put Steps 1 and 2 together…

Add the ADM for grades K and above to determine the ADM for the school.

School ADM = Grade K ADM + Grade 1 ADM + Grade 2 ADM, etc.

Add the ADM for each school in the LEA to determine the LEA's ADM.

LEA ADM = School 1 ADM + School 2 ADM + School 3 ADM, etc.

Pre-K ADM is not added into a LEA's total ADM and is calculated and presented separately.

Best 1 of 2 and Funding in Arrears

What is funding in arrears?

In our context, funding in arrears is based on the actual student numbers from the previous year. The Best 1 of 2 is used.

It replaced the projection-based funding model used before the 2024-25 school year.

Why fund in arrears?

- The end result is similar and is much simpler to calculate.
- PSUs will know their funded ADM for the upcoming year in November or December.

Best 1 of What?

NOT	Best 1 AND 2
NOT	Best 1 OR 2
NOT	B12

What is the Best 1 of 2 ADM Report?

Best 1 of 2 ADM report

- Compares a school's ADM for Month 1 and Month 2 by grade level.
- Reports the higher (best) ADM for each grade level and then is totaled by grade level across the PSU.

What does that mean?

	K	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
PMR 1R															
School A	81	102	97	96	106	101									583
School B							165	161	174						500
School C										309	293	259	243		1,109
PMR 2															
School A	82	101	99	94	108	100									584
School B							167	161	168						496
School C										308	295	261	241		1,111
Best 1 of 2															
School A	82	102	99	96	108	101									588
School B							167	161	174						502
School C										309	295	261	243		1,114

How does the timing work?

	Allotted ADM	Actual ADM	Result
Last year	525	550	Growth $ per pupil (25) for current fiscal year
This year	550	500	Held harmless
Next year	500	Available in Nov. or Dec.	

Growth

Funds for growth are to be prorated on a $ per-pupil basis if the need exceeds available funding. This applies to all PSUs consistently.

What if there's a big change between years?

If the actual current numbers are **LOWER** than your funded allotment, you will be held harmless and are not required to return the funds.

If the actual current numbers are **HIGHER** than your funded allotment, you may receive growth funding, if available, when the numbers are certified.

A note about Pre-K ADM

Pre-K ADM

- Appears on the PMR to determine a school's size for purposes of the principal's placement on the salary scale.
- It is not added into the total ADM for the school
- PMR 2 is used for this calculation.

Your role as a Finance Officer

Student accounting standards

- Just as there are standard financial accounting rules, there are standard student accounting rules.
- North Carolina has a law just for school reporting. Uniform Education Reporting System (UERS)
- Make sure reports are submitted on time to avoid financial noncompliance status
- Know both the legislated and allotted teacher/student ratios To avoid over- and under-staffing.

G.S. 115C-12(18)

The Law: Uniform Education Reporting System (UERS) for student data

The SIS is the authoritative source of information about students

Every PSU must follow statewide rules in the SASA—student names, day setup, calendar, etc.

Every school must turn in a PMR, even cross-enrollment schools or any school with zero ADM

Do not create your own entry status codes, course codes, or attendance codes

Do not use the SIS to alter student attendance records to implement local attendance policies

G.S. 115C-12(18)

Role of the Finance Officer/Director in Student Accounting

View PMR 1 and PMR 2 before they are submitted.

Check for big differences between ADM and start status.

Check for zeroes and big changes from the prior year.

Avoid over- and understaffing

Know both the legislated and allotted teacher/student ratios

Look for anomalies with student data

If you see issues with the summary report for the PSU, direct your SIS team to view the PMR detail report and investigate.

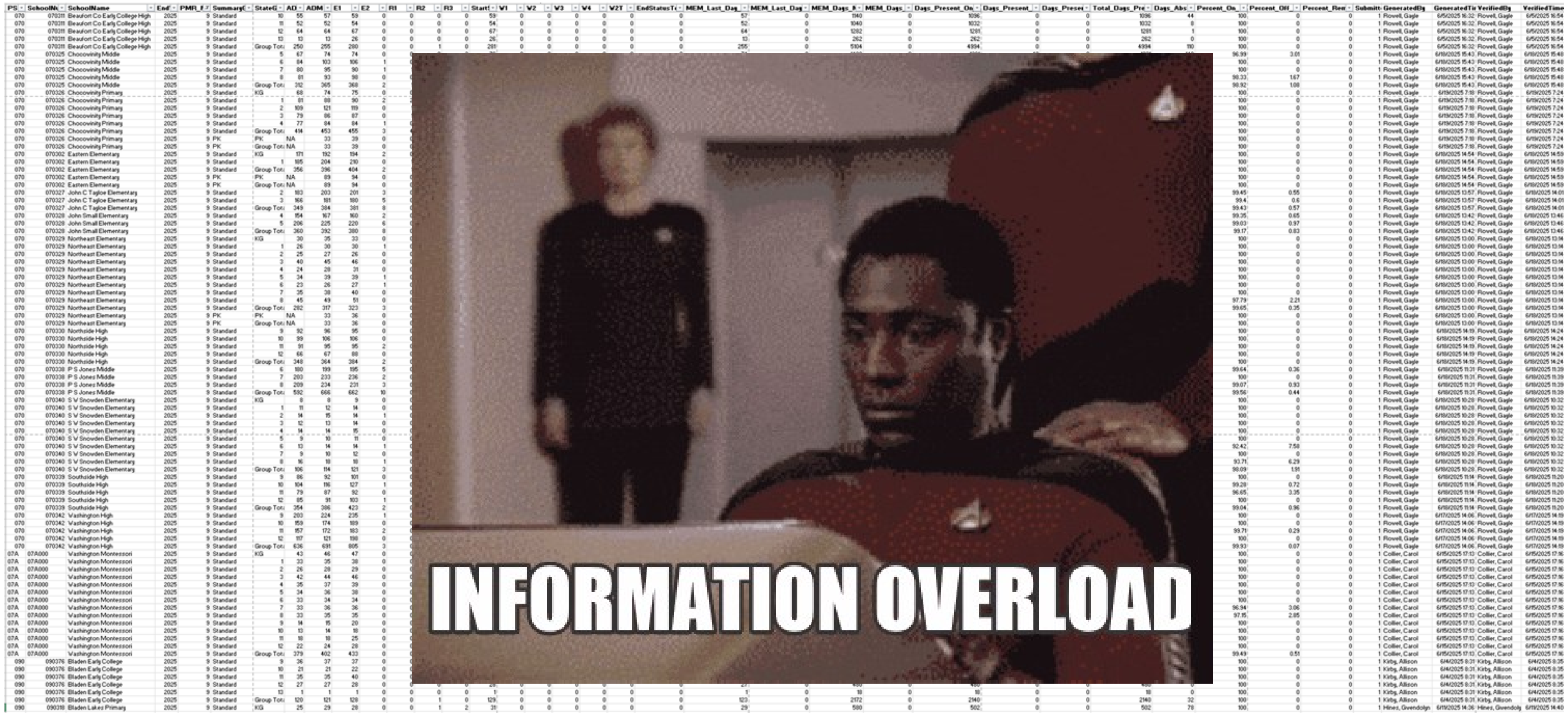
Ensure that all reports are submitted on time

Avoid noncompliance status or placement on a financial watch list.

Finance Officers are copied on the second notification of a missed deadline.

Know your PMR

Reading the PMR



Basic Information

PSU	SchoolNumbe	SchoolName	EndYea	PMR_Mont	SummaryGrou	StateGrad
070	070311	Beaufort Co Early College High	2025	9	Standard	10
070	070311	Beaufort Co Early College High	2025	9	Standard	11
070	070311	Beaufort Co Early College High	2025	9	Standard	12
070	070311	Beaufort Co Early College High	2025	9	Standard	13
070	070311	Beaufort Co Early College High	2025	9	Standard	Group Total
070	070325	Chocowinity Middle	2025	9	Standard	5
070	070325	Chocowinity Middle	2025	9	Standard	6
070	070325	Chocowinity Middle	2025	9	Standard	7
070	070325	Chocowinity Middle	2025	9	Standard	8
070	070325	Chocowinity Middle	2025	9	Standard	Group Total
070	070326	Chocowinity Primary	2025	9	Standard	KG
070	070326	Chocowinity Primary	2025	9	Standard	1
070	070326	Chocowinity Primary	2025	9	Standard	2
070	070326	Chocowinity Primary	2025	9	Standard	3
070	070326	Chocowinity Primary	[illegible]	9	Standard	4
070	070326	Chocowinity Primary	[illegible]	9	Standard	Group Total
070	070326	Chocowinity Primary	[illegible]	9	PK	PK
070	070326	Chocowinity Primary	[illegible]	9	PK	Group Total

Standard and Pre-K

ADM and Start Count

Average Daily Attendance

Average Daily Membership

Enrollment Codes

Es + Rs

StateGrade	ADA	ADM	E1	E2	R1	R2	R3	StartStat
10	55	57	[illegible]	0	0	0	0	59
[illegible]	[illegible]	52	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	64	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
13	[illegible]	[illegible]	[illegible]	0	0	0	0	26
Group Total	[illegible]	[illegible]	[illegible]	0	0	1	0	281
5	[illegible]	[illegible]	[illegible]	0	0	0	2	76
6	[illegible]	[illegible]	[illegible]	1	0	1	1	109
7	[illegible]	[illegible]	90	1	1	2	3	97
8	81	93	98	0	0	0	1	99
Group Total	312	365	368	2	1	3	7	381
KG	68	74	75	0	0	1	2	78
1	81	88	90	2	2	1	2	97
2	109	121	119	0	1	2	4	126
3	79	86	87	0	1	1	0	89
4	77	84	84	1	0	1	4	90
Group Total	414	453	455	3	4	6	12	480
PK	NA	33	39	0	0	0	0	39
Group Total	NA	33	39	0	0	0	0	39
KG	171	192	194	2	0	2	7	205

End Status

StartStat…	W1	W2	W3	W4	W2T	EndStatusTotal
75	0	0	0	0	0	0
59	[illegible]	[illegible]	[illegible]	[illegible]	0	0
54	[illegible]	[illegible]	[illegible]	[illegible]	0	0
67	0	0	0	0	0	0
26	0	0	0	0	0	0
281	0	0	0	0	0	0
76	0	0	0	0	0	0
109	0	1	0	0	0	1
97	0	0	0	0	0	0
99	0	0	0	0	0	0
381	0	1	0	0	0	1
78	1	0	0	0	0	1
97	1	0	0	0	0	1
126	1	0	0	0	0	1
89	0	0	0	0	0	0
90	0	0	0	0	0	0
480	3	0	0	0	0	3
39	0	0	0	0	0	0
39	0	0	0	0	0	0

Withdrawal Codes

Ws

Membership

EndStatusTotal	MEM_Last_Day_NVIO	MEM_Last_Day_VIO	MEM_Days_NVIO	MEM_Days_VIO
0	69	0	1380	0
0	57	0	1140	0
				0
				0
				0
				0
				0
	103			0
	95			
	94			
1	366			
1	74			
1	88	0	1764	0
1	121	0	2425	0
0	86	0	1720	0
0	84			0
3	453			0
0	33			0
0	33			0

Number of students in active membership on the last day of the reporting interval

Number of students in violation of the “Ten Day Attendance Rule” on the last day of the reporting interval

Total number of days with students in violation of the “Ten Day Attendance Rule” during the reporting interval

Total number of days in active membership during the reporting interval

Attendance

Days_VIC	Days_Present_On_Sit	Days_Present_Off_Sit	Days_Present_Rer	Total_Days_Present	Days_Absent	Percent_On_Sit	Percent_Off_Sit	Percent_Remot
0	1323	0	0	1323	57	100	0	0
0	1096	0	0	1096	44	100	0	0
[illegible]	[illegible]	[illegible]	0	1032	8	100	0	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	100	0	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	100	0	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	100	0	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	96.99	3.01	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	100	0	0
7	1600	0	[illegible]	[illegible]	[illegible]	100	0	0
13	1588	27	0	1615	265	98.33	1.67	0
20	6162	67	0	6229	1095	98.92	1.08	0
0	1357	0	0	1357	128	100	0	0
0	1618	0	0	1618	146	100	0	0
0	2183	0	0	2183	242	100	0	0
0	1585	0	0	1585	135	100	0	0
0	1533	0	0	1533	147	100	0	0
0	8276	0	0	8276	798	100	0	0
0	589	0	0	589	71	100	0	0
0	589	0	0	589	71	100	0	0

Field trips, school-sponsored activities, certain medical situations

Inclement weather only!

Look for these common errors that will affect your PSU's financial compliance status and bottom line.

Zero Membership Last Day (MLD)

StateGrad	ADA	ADM	MEM_Last_Day_NVIO	MEM_Last_Day_VIO	MEM_Days_NVIO	MEM_Days_VIO
6	43	44	0	0	924	0
7	60	62	0	0	1296	0
8	67	70	0	0	1476	0
9	62	64	0	0	1356	0
10	52	55	0	0	1164	0
11	54	56	0	0	1176	0
12	46	50	0	0	1056	0

Higher/Lower than Expected or Fluctuating ADM

PMR Month	KIND	1	2	3	4	5	6	7	8	9	10	11	12	Total
PMR 1	138	148	134	158	153	137	157	150	147	192	143	154	151	1,962
PMR 2	143	150	134	159	154	138	159	154	148	192	145	156	157	1,989
PMR 3	140	149	133	161	154	139	159	157	150	195	145	156	156	1,994
PMR 4	140	148	132	161	154	141	161	160	149	199	144	154	157	2,000
PMR 5	141	148	129	150	146	131	162	161	147	192	145	149	121	1,922
PMR 6	140	146	130	158	153	139	161	158	145	190	142	149	109	1,920
PMR 7	144	148	131	158	153	140	162	156	145	190	142	148	108	1,925
PMR 8	115	117	104	151	145	136	155	149	138	195	143	150	143	1,841

Big Difference in Start Status and MLD or ADM

StateGrade	ADA	ADM	E1	E2	R1	R2	R3	StartStatusTotal
KG	39	42	52	0	0	1	0	53
1	50	53	65	1	0	0	0	66
2	45	49	61	0	0	0	0	61
3	46	50	61	0	0	1	0	62
4	35	38	47	0	0	0	0	47
5	35	38	47	0	0	0	0	47
6	2	2	3	0	0	0	0	3
8	1	1	1	0	0	0	0	1
10	2	2	2	0	0	0	0	2
12	3	3	4	0	0	0	0	4
Group Total	258	278	343	1	0	2	0	346
PK	NA	14	17	0	0	0	0	17

How did that happen?

Running the PMR before the end of the reporting period

Students scheduled for less than half of the instructional day

Overlapping students or incomplete transfer process

Using incorrect codes or local course codes

Incorrect calendar setup for early release and inclement weather days

Data manager not reading the NCSIS Bulletin to keep current

Always check PMR1, PMR2, and the Best 1 of 2!

- Receive correct funding
- Avoid having to return money
- Avoid financial noncompliance status
- Understand your school
- Protect your school
- Protect yourself: Avoid prosecution

Contact Info

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