



## **PMR Exceptions**

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# PMR Exception Reports

The **PMR Exception Reports** are generated in conjunction with the PMR and indicate potential data errors. The first item to consider when verifying a PMR is a shaded number in the **Total #** column. This indicates a Fatal Error, meaning the PMR cannot be approved until the student data comprising that total is fixed. Each Exception Report is defined below. Please refer to the sample PMR report below.

## Sample PMR

**Principal's Monthly Report - Month 6 - Original**

Run Date: 02/14/2005  
 Report Year: 2005  
 School Principal: Robert T. Barnes, Jr.  
 School Month: 6  
 Days in Month: 20  
 Start Date: 01/24/2005  
 End Date: 02/18/2005  
 Record Type: Original

LEA ID: 260  
 School: 260427 - Morgan View High  
 Street Address: 4184 Elk Road  
 City: Hope Mills  
 State: NC  
 Zip: 28348

**School and Date**

Grade	Enrollments						Withdrawals				Membership		Membership Days		Sum of Pupils Daily				
	E1	E2	R1	R2	R3	Total	W1	W2	W3	W4	NVIO	VIO	NVIO	VIO	PRESENT	ABSENT	NON-1H	1H	NON-PROM
09	515	0	0	0	0	515	0	0	0	0	515	0	10300	0	10300	0	0	0	0
10	460	0	0	0	0	460	2	0	0	0	458	0	9163	0	9163	0	0	0	0
11	452	0	0	0	0	452	2	0	0	0	430	0	8600	0	8600	0	0	0	0
12	352	0	0	0	0	352	0	1	0	0	351	0	7020	0	7020	0	0	0	0
TOTAL	1759	0	0	0	0	1759	4	1	0	0	1754	0	35083	0	35083	0	0	0	0

**PMR Data**

Note: The total of the Membership Non-violation and Membership violation matches the Summary Total on the GRS.

[GRS Report Link](#) ← **Access to Grade, Race, and Sex Report**

Exception Report	Total #
1) Student Withdrawals Appearing on the PMR that do not Exist in eSIS (not valid for track schools)	1
2) NC WISE Admission Reasons and Withdrawals	0
3) PMR Daily Membership Attendance Validation	0
4) Students with Registrations that Predate Admissions	0
5) PMR R1 Entries Due to Grade Changes - informational only	0
6) Students on the PMR, but not Current in eSIS	5
7) Candidate Double Registered Student Report	0
8) Candidate Double Cross Enrolled Student Report	0
9) Students With Suspect Admission Status	1
10) Students with Withdrawal Record Errors	0

**Exception Data**

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## Exception Report 1

Student Withdrawals Appearing on the PMR that do not Exist in eSIS (not valid for track schools), **Fatal Exception**

### Causes

Students in this report have missing withdrawal records or have multiple UERS Student History (Admission Status) records on the same day.

### Actions

1. Students do not have withdrawal records on the **Admission/Withdrawal History** screen, but DO have withdrawal records on the **Registration Maintenance** screen.

**User Action:** Use the PMR Reconciliation screen to verify dates on the Admission/Withdraw and Registrations tabs. Once the missing data element has been identified, contact the LEA Coordinator to make the necessary changes.

2. A student has records indicating multiple UERS Student History (Admission Status) changes on the same day. For example, Student went from Member Standard Program to Visitor Standard Program and back to Member Standard Program on the same day. The UERS Student History Date data is located on the PMR Reconciliation under a tab of the same name. Records are created on a student's initial registration into NC WISE. The table tracks a student's Admission Status at the time of registration and changes to the Admission Status over time.

**User Action:** Look at the student record on the UERS Student History tab of the **NCWISE PMR Reconciliation Form**. Use the Ignore Flag check box for the invalid Admission Status code changes. The PMR will ignore any flagged records when calculating students for the report.

**Note:** Due to how records from eSIS are used to create the PMR, this exception report will not report on students in Admin/Track schools.

## Exception Report 2

NC WISE Admission Reasons & Withdrawals, **Fatal Exception**

### Cause

The student has errors in his/her admission/withdrawal records that cause the PMR admissions minus the PMR withdrawals not to equal the total PMR membership. Reasons for the exception include invalid admission codes, multiple admissions with no corresponding withdrawal records, or a withdrawal record without an admission record.

### User Actions

Looking at the exception report drill-down screen, consider one of the following:

- If the student has a value of 1 in the NVIO column, the student has an issue with his/her admission reason or record. Check the admission reason on the Basic Demographic screen or on the top section of the PMR Reconciliation screen. After evaluating this information, corrections to admission information can be made at the school level to the **Basic Student Demographics** screen. If further action is required, contact the LEA Coordinator.
- If student has a value of 0 in the NVIO column, the student has an issue with his/her withdrawal code or record. Check the **Admission/Withdrawal** and **Registrations** tab and the top section on the **NCWISE PMR Reconciliation** screen. After evaluating this information, and locating the error, contact the LEA Coordinator to make the corrections.

### Exception Report 3

PMR Daily Membership Attendance Validation, **Fatal Exception**

#### *Cause*

Students will appear on this report if, on the PMR, the sum of Non-violation Daily + Sum Violation Daily does not equal Sum Pupils Present Daily + (Sum non1H Pupils Absent Daily) + (Sum 1H Pupils Absent Daily). Reasons for the exception are due to Invalid Absences, usually resulting from converted data.

#### *User Action*

Look at the Student Absences screen in eSIS, for the student, and compare the attendance with the information reported on the PMR. Make the necessary changes in eSIS to correct the student's attendance records.

### Exception Report 4

Students with Registrations that Predate Admissions, **Fatal Exception**

#### *Cause*

Students will appear on this report if their registration date at the school is earlier than their admission date. The most common cause for this error is a student that withdrew earlier in the school year and was readmitted under the wrong admission reason.

#### *User Action*

Check the **Admission/Withdrawal** and **Registrations** tab and the top section on the **NCWIS PMR Reconciliation** screen. Verify that previous W1s have been readmitted with an Admission Reason of R5 and W2s have an R6 reason. After evaluating this information, corrections to admission reason information can be made at the school level to the **Basic Student Demographics** screen. If further action is required, contact the LEA Coordinator.

### Exception Report 5

PMR R1 Entries Due to Grade Changes – Informational only, Non Fatal Exception

#### *Cause*

Students listed under this heading have a valid grade level change. Students with grade level changes will be included on the PMR as W1 for original grade level and R1 in the new grade level.

**User Action**

Grade level changes can be verified on the **Homerom Hi story** screen in eSIS. No further action is required.

**Exception Report 6**

Students on the PMR, but not Current in eSIS, Non Fatal Exception

**Causes and User Actions**

Students listed under this heading appear on the PMR, but are not currently reported on the eSIS Enrolled/Registered Report. The two possible reasons for the exceptions are listed below:

- Student has been withdrawn from eSIS. If the information is correct, no further action is needed.

**User Action:** No action is required.

- Records on the eSIS **Admission/Withdrawal Hi story** screen do not match those on the **Registration Maintenance** screen. Whereas withdrawal dates on the two screens should always be the same, this particular exception is a timing issue, and will only occur in certain instances when the dates don't match.

**User Action:** Use the **NCWISSE PMR Reconciliation** screen to verify dates on the Admission/Withdraw and Registrations tabs. If the effective dates on transactions in these two screens do not match, the PMR may count the student where the eSIS report will not.

**Note:** Registration dates must NOT precede admission dates for a student at the school. The withdrawal date for a student at the school on these two screens MUST match. Make the necessary changes based on the dates, or contact the LEA Coordinator to make these changes.

**Exception Report 7**

Candidate Double Registered Student Report, Non Fatal Exception

**Cause**

This report shows students who have registration records at multiple schools (not necessarily at the same time).

**User Action**

The two possible reasons for the exception are listed below:

- Check **Admission/Withdrawal** and **Registrations** tabs on the **NCWISE PMR Reconciliation** screen. Verify that the withdrawal dates from the first school precedes the admission date to the second school. If the records are correct no further action is needed.
- If the withdrawal from the first school is dated after the admission to the second school, contact the LEA Coordinator with the proper dates from both schools to update the records in error.

## Exception Report 8

Candidate Double Cross Enrolled Student Report, Non Fatal Exception

### *Cause*

Students will appear in this report if they have overlapping membership days in two different Track schools within the same Admin school.

### *User Action*

Refer to the **Cross Enrollment History** screen to verify and/or correct these dates.

## Exception Report 9

Students With Suspect Admission Status, Non Fatal Exception

### *Causes and Actions*

Students appear on this report if they are a Visitor to the school, are missing an Admission Status Code, have an invalid UERS Student History date, or have an invalid Admission Code. Follow the steps below to verify student inclusion on the report.

1. Visiting Student- If a student is in Visiting status, they will not be counted on the PMR.

**User Action:** If the Admission Status Code is valid, no further action is required. If the code needs to be changed, make the change on the **Basic Student Demographics** screen.

2. Student is missing Admission Status

**User Action:** If the Admission Status Code is null on the **Basic Student Demographics** screen, fill in the appropriate status and date. Also verify the student's **UERS Student History** tab on the **NCWISE PMR Reconciliation** form. If updates are needed, contact the LEA Coordinator.

3. Invalid UERS Student History Date - The UERS Student History Date data is located on the **NCWISE PMR Reconciliation** screen under a tab of the same name. Records are created on a student's initial registration into NC WISE. The table tracks a

student's Admission Status at the time of registration and changes to the Admission Status over time. Initial records must be dated on or prior to, the student's first registration record for the current year. School and LEA changes are not tracked by this table.

**User Action:** If a student's UERS Student History Date is after the PMR End Date, then the date must be changed. The date must be changed to reflect the first date of registration for the current year, or the first day of membership.

4. Student has an initial enrollment of an R5 or an R6 AND has a UERS Student History (Admission Status Code) date of prior to the first day of school in the current year. R5 and R6 Admission codes should only be used when a student is re-entering the school during the same school year.

**User Action:** Change the student's Admission Code to a valid code on the **Basic Student Demographics** screen.

**Note:** Due to how records from eSIS are used to create the PMR, this exception report will pull all students in Admin/Track schools, sometimes multiple times. Admin/Track Schools need to make certain that a student is being counted once on the PMR.

## Exception Report 10

Students With Withdrawal Record Errors, Non Fatal Exception

### *Causes and User Actions*

Students in this report exist and have withdrawal records in eSIS, but are not counted on the PMR. Students in the exception report are missing records or have stray records on Admission/Withdraw Maintenance and/or Registrations. Three possibilities for the exception follow:

- Missing Admission/Registration Record

**User Action:** Verify on the **Admission/Withdrawal** and **Registration Maintenance** tabs on the **NCWISE PMR Reconciliation** screen that for each withdrawal record, a prior admission/registration record exists. If changes need to be made, contact the LEA Coordinator.

- Stray Withdrawal Record

**User Action:** Look in the top section, the **Admission/Withdrawal**, and the **Registration Maintenance** tabs on the **NCWISE PMR Reconciliation** screen for a withdrawal record. If the withdrawal record exists, then determine how the record should appear (current or withdrawn), on all tabs, and contact the LEA Coordinator to correct.

- Students who should have been a no show but were withdrawn instead of no showed.

## **Common Errors Resulting in PMR Discrepancies**

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The most common user errors that result in PMR discrepancies are:

- Students improperly withdrawn
- Grade levels entered incorrectly
- Incorrect manipulation of Admission/Withdrawal and Registration records
- Incorrect Admission Status
- Incorrect procedures used for attendance data entry for withdrawn students