PMR Validations FATAL Group FRD

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Version Control

Version	Date	Author(s)	Brief Description of Change
v1.0	9/29/25	Bradley Griffiths	Documentation creation

Overview

Summary

This collection of validation rules are needed by NC DPI to help districts submit more accurate data.

This report allows this by running a series of small reports that attempt to point out common setup issues to the school reporting users and generally how to fix them.

Due Dates

While these validations do not have an intrinsic due date. Since they are automatically ran when a user generates a PMR Summary report, the due date is as below

- Due Date = The school month selected in the extract editor plus 20 school days

Scope and Purpose

Most of these validations are focused around individual student enrollments, scheduling setups and school information. While PMR Summary does account for each of these scenarios within the reporting population, these validations offer a more granular view into issues and gives DPI the flexibility of controlling which individual rules are ran or excluded from the Validation Group.

Report Data Elements

All FATAL validations have to be cleared to generate the PMR extract reports when not in "Preview Mode".

Preview for a PMR Interval ENDS 10 days after the selected school month end date.

- Scheduling & Courses > Calendar Setup > School Month: Enda Date (+10 school days)

	FATAL Rule	FATAL Name	Description	Steps to Correct
1	**FATAL-01**	Students with invalid or unofficial student numbers	Students whose student state ID is a number with more than 10 digits or is less than 30000.	- Navigate to Student UID System and search for the student to verify that NCSIS has the correct UID value. - Take note of any potential duplicate UIDs as well. - Submit a ticket to NCDPI (Service Now) to request the UID be corrected and/or duplicates merged.
2	**FATAL-02**	Students missing valid race and/or ethnicity code	Students who do not have a race and/or ethnicity selected.	- Search for the **student**. - Navigate to *Census > People > Demographics.* - Locate the **Race/Ethnicity** section. - Click **Edit** to expand all fields and choose the correct **race/ethnicity**. - Click **Save**.
3	**FATAL-03**	Students missing valid sex code	Students who do not have a valid sex selected.	- Search for the **student**. - Navigate to *Census > People > Demographics.* - Locate the **Sex** field. - Choose the correct **sex** from the dropdown. - Click **Save**.

4	**FATAL-04**	Students enrolled in invalid grade	Students whose grade level is not offered on the enrolled calendar.	• Search for the **student**. • Navigate to *Student Information > General > Enrollments.* • Click on the **enrollment** record to correct. • Locate the **grade** field. • Choose the correct **grade** in the dropdown. • Click **Save**.
5	**FATAL-05**	Students not assigned to a valid track	Students enrolled in a track school who do not have a valid track selected.	Track information is set in Calendar Information. Any student that is enrolled in the correct calendar will have a track.
6	**FATAL-06**	Students with no schedule	Students who have a current active enrollment but are not scheduled for any classes.	• Search the **student.** • Navigate to *Student Information > General > Schedule > Walk-in Scheduler*. • Add **sections** to the student schedule.
7	**FATAL-07**	Enrollments marked State Exclude	Students with enrollments marked State Exclude.	• Search the **student.** • Navigate to *Student Information > General > Enrollments.* • Click on the **enrollment** record and locate the *State Reporting Fields*. • **Uncheck** the State Exclude checkbox**.** • Click **Save**.
8	**FATAL-08**	Students whose membership days exceed the number of days in reporting interval	Students whose membership days exceed the number of days that exist in the current school's reporting interval.	• Search the **student.** • Navigate to *Student Information > General > Enrollments.* • Click on the **enrollment** record. • Locate the *State Reporting Fields*. • Enter the number of days that a student previously spent in a year-round school during this school year into the **Year-round Transfer Days Override** field. • Click **Save**.

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9	**FATAL-09**	Students with overlapping primary enrollments in the PSU	Students with overlapping primary enrollments at different schools within the same PSU.	- Search the **student**. - Navigate to *Student Information > General > Enrollments.* - Click on the **enrollment** record for the current school. - Verify that the **start date** and **local start status** are correct. - Update the **start date** and/or **local start status** to reflect the student's correct enrollment details. - Click **Save**.
10	**FATAL-10**	Students with multiple matching enrollment records	Students who have one or more identical enrollment records (matching school number, entry date, and exit date within the current school).	- Search the **student**. - Navigate to *Student Information > General > Enrollments.* - Click on one of the duplicate **enrollment** records. - Check the information for the record. - Click on the other duplicate **enrollment** record. - Check if the information is exactly the same as the previously clicked enrollment record. - If both records are identical, **delete** one of the enrollment records.
11	**FATAL-11**	Students with missing enrollment start status	Students with blank start statuses.	- Search the **student**. - Navigate to *Student Information > General > Enrollments.* - Click on the **enrollment** record that is missing the start status. - Locate the *General Enrollment Information* section and the **Local Start Status** field. - Update the **local start status** based on the student's current year entry status. Refer to the SASA Manual for further guidance on Enrollment Codes. - Click **Save**.

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12	**FATAL-12**	Students with invalid enrollment end status	Students who have an end status that is not mapped to a state code.	- Search the **student.** - Navigate to *Student Information > General > Enrollments.* - Click on the **enrollment** record. - Locate the *General Enrollment Information* section and the **Local End Status** field. - Update the **local end status** based on the student's current year exit status. Refer to the SASA Manual for further guidance on Withdrawal Codes. - Click **Save**.
13	**FATAL-13**	Students with multiple E1 entries in the same school year	Students who have 2 or more enrollments coded E1 anywhere within the same school year.	- Search the **student**. - Navigate to *Student Information > General > Enrollments.* - Review the current year enrollment records to determine which record should remain E1 and which record should be corrected. - Click on the **enrollment** record that should be corrected. - Locate the *General Enrollment Information* section and the **Local Start Status** field. - Update the **local start status** based on the student's current school entry status. Refer to the SASA Manual for further guidance on Enrollment Codes. - Click **Save**.

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14	**FATAL-14**	Students with multiple E2 entries in the same school year	Students who have 2 or more enrollments coded E2 anywhere within the same school year.	- Search the **student**. - Navigate to *Student Information > General > Enrollments.* - Review the current year enrollment records to determine which record should remain E2 and which record should be corrected. - Click on the **enrollment** record that should be corrected. - Locate the *General Enrollment Information* section and the **Local Start Status** field. - Update the **local start status** based on the student's current school entry status. Refer to the SASA Manual for further guidance on Enrollment Codes. - Click **Save**.
15	**FATAL-17**	Graduated students in a grade level ineligible for graduation	Students in a grade level < 10 with an exit code of W4.	- Search the **student**. - Navigate to *Student Information > General > Enrollments.* - Click on the enrollment record containing the W4 local end status. - Update the **local end status** based on the student's current year exit status. Refer to the SASA Manual for further guidance on Withdrawal Codes. - Click **Save**.
16	**FATAL-18**	School with instructional days after June 30	Display calendars with end date >= 7/1.	- Navigate to *Scheduling & Courses > Calendar Setup > Day Setup.* - Locate the **days** that are past June 30th. - Click on a **day** past June 30th. - Uncheck the **School Day**, **Instruction**, and **Attendance** checkboxes. - Click **Save Day/Day Events**. **Repeat** for each day past June 30th.

17	**FATAL-19**	Calendar not configured	Display calendars whose Student Day, Whole Day Absence, or Teacher Day is null.	• Navigate to *Scheduling & Courses > Calendar Setup > Day Setup.* • Set up the days for instruction. Use the Day Setup | Infinite Campus article for information on setting up the days. • If updating days manually, click **Save Day/Day Events** when finished with each day.
18	**FATAL-20**	Reporting intervals incorrectly configured	The reporting calendar must have 9 intervals. Reporting intervals 1 and 2 must be exactly 20 days. Reporting intervals 3 through 9 must be 16-26 days.	• Navigate to *Scheduling & Courses > Calendar Setup > School Month*. • Refer to the School Months (North Carolina) | Infinite Campus article to setup the required school months. • Ensure Months 1 & 2 have 20 days and each month following have between 16-26 days. • NCDPI and Central Office calendars do not have to be configured for PMR reporting.
19	**FATAL-21**	Students missing admission status	Students who do not have an admission status selected.	• Search the **student**. • Navigate to *Student Information > General > Enrollments.* • Click on the **enrollment** record. • Locate the *State Reporting Fields* section. • Add the **Admission Status**. Refer to the SASA Manual for further guidance on Admission Status codes. • Click **Save**.
20	**FATAL-22**	Students assigned to an invalid admission status for their grade levels	Students in grade levels < 6 may not have an Extended Day admission status (MED1 or VED1).	• Search the **student**. • Navigate to *Student Information > General > Enrollments.* • Click on the **enrollment** record. • Locate the *State Reporting Fields* section. • Update the **Admission Status**. Refer to the SASA Manual for further guidance on Admission Status codes. • Click **Save**.

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21	**FATAL-23**	Students with incorrect membership status	Students whose admission status is MST1 or MED1 who are scheduled for less than or equal to 50% of the calendar's total instructional minutes.	**If the student <u>does</u> have the correct schedule with less than 50% of the instructional minutes:** • Search the **student**. • Navigate to *Student Information > General > Enrollments.* • Click on the **enrollment** record. • Locate the *State Reporting Fields* section. • Update the **Admission Status** to **VST1** or **VED1**. Refer to the SASA Manual for further guidance on Admission Status codes. • Click **Save**. **If the student <u>does not</u> have the correct schedule and should be scheduled for more than 50% of the instructional minutes:** • Search the **student**. • Navigate to *Student Information > General > Schedule > Walk-in Scheduler*. • Add **sections** to the student schedule.
22	**FATAL-24**	Students with Extended Day status assigned to Standard Day FTE	Students with an Extended Day admission status (MED1 or VED1) should be assigned to an Extended Day FTE.	• Students in grade levels less than 6th may not have an Extended Day admission status. • Search the **student**. • Click on the **enrollment** record. • Locate the *State Reporting Fields* section. Update the **Admission Status** to a Standard Day code (MST1 or VST1). Refer to the SASA Manual for further guidance on Admission Status codes. • Click **Save**.

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23	**FATAL-25**	Students with Standard Day status assigned to Extended Day FTE	Students with a Standard Day admission status (MST1) should be assigned to a Standard Day FTE.	• Students in a track school may not have an Extended Day admission status. • Search the **student**. • Click on the **enrollment** record. • Locate the *State Reporting Fields* section. Update the **Admission Status** to a Standard Day code (MST1 or VST1) . Refer to the SASA Manual for further guidance on Admission Status codes. • Click **Save**.
24	**FATAL-26**	Students absent on first day of enrollment	Students who are marked absent more than 50% of the day on first instructional day for that enrollment.	This validation uses the calendar student day minutes to compare against. **If the attendance record is <u>incorrect</u> and the student was present for the full day:** • Search the **student**. • Navigate to *Student Information > General > Attendance.* • Click on the **attendance** record occurring on the student's first day of enrollment. • Change the **attendance code** to be blank**.** • Clear any **present minutes.** • Click **Save**. **If the student was <u>present</u> for more than 50% of their first instructional day:** • Search the **student**. • Navigate to *Student Information > General > Attendance.* • Click on the **attendance** record occurring on the student's first day of enrollment. • Update the **attendance code** to the correct **tardy** or **leave early** code. • Update the **present minutes** to the number of minutes the student was present. • Click **Save**. **If the student was <u>absent</u> for more than 50% of their first instructional day.**

				• Search the **student**. • Follow local PSU process for moving student enrollment dates to the first day the student attended for more than 50% of the instructional day. **If a request for records has been received and the student will not be attending:** • Search the **student**. • Follow local PSU process for No Showing the student using 7/1 start and end dates.
25	**FATAL-27**	Students with start dates before the start of school	Students whose start date is before the calendar's first instructional day.	**If the student withdrew as a No Show and the no show checkbox was not checked:** • Search the **student**. • Navigate to *Student Information > Enrollments*. • Click on the No Show **enrollment** record. • Check the **No Show** checkbox. • Click **Save**. **If the student's enrollment date is incorrect:** • Search the **student**. • Navigate to *Student Information > Enrollments*. • Click on the **current enrollment** record**.** • Update the **start date** to be the first day the student attended more than 50% of the instructional day. • Click **Save**.

26	**FATAL-28**	Students with exit dates before their start dates	Students whose exit date is before their entry date in the current school year.	- Search the **student**. - Navigate to *Student Information > General > Enrollments*. - Click on the **current enrollment** record**.** - Update the **end date** to be the same as the start date or after the start date. - Click **Save**.
27	**FATAL-29**	Students marked tardy instead of absent 1L/2L	Students who are marked tardy when they are absent for more than 50% of the instructional day.	**If the student was tardy to school and present minutes are <u>incorrect</u>:** - Search the **student**. - Navigate to *Student Information > General > Attendance.* - Click on the **attendance** record listed in the validation report. - Leave the **tardy** attendance code. - Update the **present minutes** to be the instructional minutes the student attended. - Click **Save**. **If the student was tardy to school and present minutes are <u>correct</u>:** - Search the **student**. - Navigate to *Student Information > General > Attendance.* - Click on the **attendance** record listed in the validation report. - Update the attendance code to an **absence** code. Refer to the SASA Manual for further guidance on attendance codes. - Click **Save**.
28	**FATAL-30**	Student attendance records without associated codes /excuses	Student attendance records that have not been updated with an associated code/excuse.	- Search the **student**. - Navigate to *Student Information > General > Attendance.* - Click on the **attendance** record listed in the validation report. - Update the attendance code. Refer to the SASA Manual for further guidance on attendance codes. - Click **Save**.

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29	**FATAL-31**	Students not rostered on last instructional day	Student was enrolled and rostered in an instructional period at some point during the month, but was not rostered on the last instructional day.	• Search the **student**. • Navigate to *Student Information > General > Enrollments*. • Verify the student enrollment dates are correct. • Navigate to *Student Information > General > Schedule > Walk-in Scheduler*. • If the roster start and end dates do not match the student's enrollment start and end dates (with the exception of blank roster start/end dates), then click on the course in the student's schedule and update the dates to match the enrollment start and end dates (with the exception of blank roster start/end dates). • Click **Save** if updating any section dates.
30	**FATAL-32**	No users with PMR tool rights in school	Display a message if no users for school have tool rights to verify PMR for that school.	• Search the **User**. • Navigate to *User Management > User Account Administration > User Account.* • Locate the **Individual Tool Rights** section and **expand**. • Click **Modify Tool Rights.** • Locate the *NC State Reporting* tool section and **expand**. • Select **Read** and **Write** for the *NC PMR Extract Submission tool*. • Click **Update**. *Note only one user is required to have this tool right per school.*

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