

# Graduation

09/04/2024 7:56 am EDT

This series of articles provides a guide to verifying and updating final transcript grades and related information. It outlines the necessary steps to ensure that the NC Official Transcript accurately reflects students' academic achievements. The process includes assigning Graduation Requirements, CTE Programs, Endorsements/Seals, and completing the necessary graduation documentation. By following these steps, educators and administrators can ensure that all critical data is correctly recorded and up to date, reflecting students' true academic accomplishments.

## Graduation Program Assignment

Students must have a graduation program assigned to determine academic progress towards graduation requirements. This must be completed before a transcript is accurate.

At this time, this is a manual process. Follow the steps below to batch add the correct graduation program to multiple students at once based on their grade 9 entry dates. This process must be done in each non program calendar that contains active high school students.

Any Ad Hoc Filter mentioned in this article needs to be created locally. The field for grade 9 entry date is graduation.grad9Date.

This article will be updated once this process is automated.

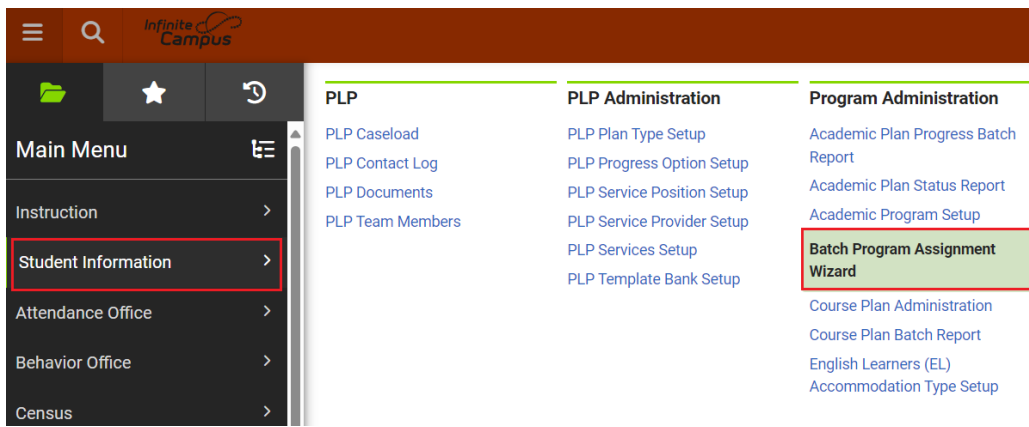


**Check out the Assigning Programs portion of the Supplemental Content: North Carolina Passport Videos for more information.**

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## Batch Graduation Program Assignment

***Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard***



1. Choose the current school year and calendar as appropriate in the context.
2. Select **Graduation** Program Type from the dropdown.
3. Program selection is based on the student's 9th grade entry date:
  - a. Students who entered 9<sup>th</sup> grade in **07/01/2021 and later** should be assigned **2021 NC Graduation Requirements (Graduation)**.
  - b. \*Students who entered 9th grade **prior to 07/01/2021** should be assigned **2020 NC Graduation Requirements (Graduation)**. *\*This requirements plan is not in NCSIS at this time. It will be added soon.\**
4. Select the radio button **Add Participation**.
5. Enter a **Start Date**. This date should be the first day of the instructional year. (Leave end date blank).
6. Select the radio button to **Select Filter**.
7. Select the appropriate **Ad Hoc Filter** (Grade 9 Entry Date 07/01/2021 and Later or Grade 9 Entry Date Prior to 07/01/2021) according to the program selection.
8. Click **Update** to add the program.

Batch Program Assignment Wizard ☆ Student Information > Program Administration > Batch Program Assignment Wizard

**Batch Assignment Tool**

The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s).  
Students can only be assigned one graduation program.

**Select Type**  
 Graduation

Select Filter  Batch Add

**Select Program**  
 2021 NC Graduation Requirements (Graduation)

**Select Filters (at least one)**  
 Grade(s)  
 Select one or more grade levels.

**Select Mode**  
 Add Participation  
 Delete Participation  
 Edit Participation

**Ad Hoc Filter**  
 Grade 9 Entry Date 07/01/2021 and Later

**Scheduling Group/Team(s) (Optional)**  
 Select one or more scheduling groups.

**Start Date** 08/28/2024 **End Date**

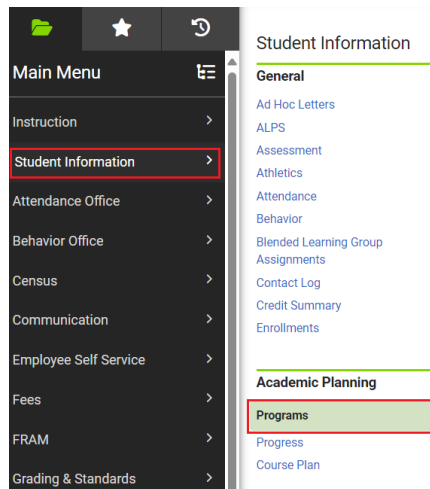
**Update**

**Complete this process as needed after students enroll and prior to printing transcripts.**


View the records processed by clicking on the batch report. The completed process will be alerted to the user in the message center.

## Individual Graduation Program Assignment

**Navigation: Menu > Student Information > General > Academic Planning > Programs**

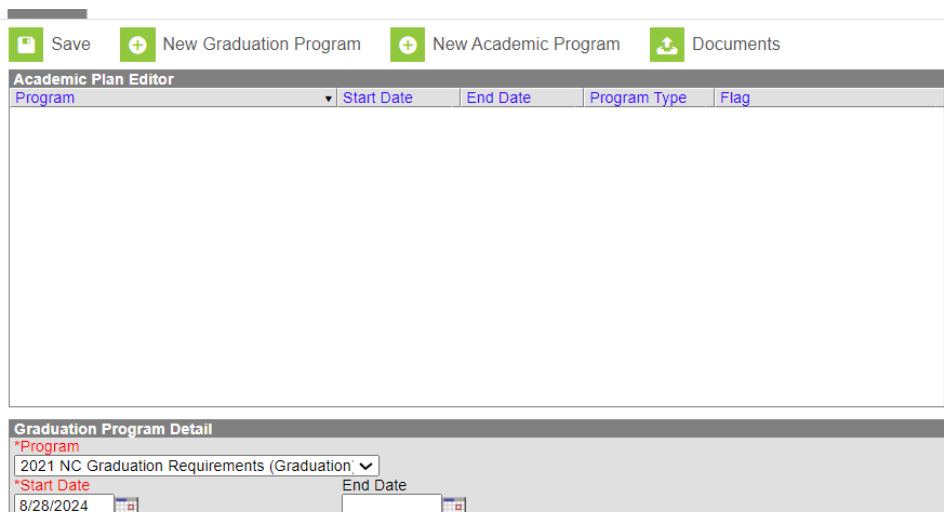


**Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open academic programs tool. If a student was already selected, the academic programs tool will open automatically once the navigation is followed.

  
 A Person is needed to use this tool.

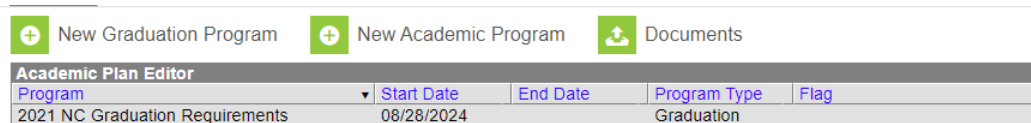
Or

1. Click **New Graduation Program**.
2. Select the "**2021 NC Graduation Requirements (Graduation)**" program for students who entered 9<sup>th</sup> grade in **07/01/2021 and later**. For students who entered 9<sup>th</sup> grade **prior to 07/01/2021**, use the 2020 NC Graduation Requirements (Graduation) program. *\*The 2020 requirements plan is not in NCSIS at this time. It will be added soon.\**
3. Enter a **Start Date**. This date should be the first day of the student's enrollment.
4. Click **Save**.



The screenshot shows the top navigation bar with buttons for 'Save', 'New Graduation Program', 'New Academic Program', and 'Documents'. Below this is the 'Academic Plan Editor' section, which contains a table with the following columns: Program, Start Date, End Date, Program Type, and Flag. The table is currently empty.

The program is now listed in the academic plan editor.



The screenshot shows the 'Academic Plan Editor' section with the table populated with one row:

Program	Start Date	End Date	Program Type	Flag
2021 NC Graduation Requirements	08/28/2024		Graduation	

**Complete this process as needed after students enroll and prior to printing transcripts.**

Once the graduation program has been added to the student's record, the Progress tool can be viewed to see the progress the student has made towards the graduation requirements in the assigned program.

## CTE Program Assignment

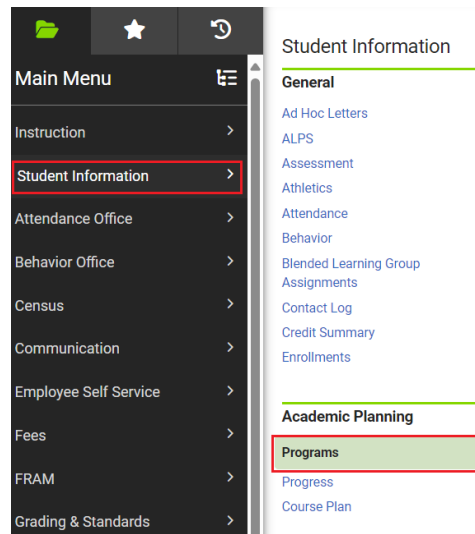
Students must have CTE programs assigned to determine program status. The CTE Program assignment and status update will be an automated process.



**Only use the process below only if a request is made to include a CTE program concentrator on the transcript before the automated process begins.**

## Individual CTE Program Assignment

**Navigation: Menu > Student Information > Academic Planning > Programs**



**Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for students using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the academic programs tool. If a student was already selected, the academic programs tool will open automatically for that student when you follow the navigation above.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

1. Click **New Academic Program**.
2. Select the appropriate **CTE Academic Program Type** from the **Program** dropdown.

3. Enter a **Start Date**. This date should be the first day of the instructional year.
4. Enter an **End Date**. This date should be the last day of the instructional year.
5. Select the Student Status of **2: Concentrator**.
6. Click **Save**.
7. Repeat steps 1-6 for any CTE Program a student has a concentration in.

The screenshot shows the 'Academic Plan Editor' interface. At the top, there are buttons for 'Save', 'New Graduation Program', 'New Academic Program', and 'Documents'. Below these is a table with columns for 'Program', 'Start Date', 'End Date', 'Program Type', and 'Flag'. The main area is the 'Academic Program Detail' form, which includes a dropdown for 'Program' (CTE-C: CCP Finance-WCFN/FINA (CTE)), a dropdown for 'CTE Concentrator Override' (No), and input fields for 'Start Date' (8/28/2024), 'End Date' (6/12/2025), and 'Student Status' (2: Concentrator). There is also a checkbox for 'Non-Traditional Participation' and a 'Teaching Method' dropdown.

Once programs are saved, they will be listed in the Academic Plan Editor.

Program	Start Date	End Date	Program Type	Flag
CTE-C: CCP Finance-WCFN/FINA	08/28/2024	06/12/2025	CTE	

Once the Concentrator Status has been added, it will be listed in the CTE Programs area of the NC Official Transcript.

CTE Programs	
Academic Program	Student Status
CTE-C: CCP Finance-WCFN/FINA	Concentrator

## Transcripts

Print transcripts as needed in batches or individually. The steps below will walk you through the process for printing transcripts.

To ensure transcripts are accurate the [Graduation Program Assignment](#) and [CTE Program Assignment](#) steps must be completed.



Check out the **Assigning Programs** portion of the **Supplemental Content: North Carolina Passport Videos** for more information.

## Batch Print Transcripts

**Navigation:** *Menu > Grading & Standards > Reports > Transcript Batch Report*

- Select the **North Carolina Official Transcript** from the menu dropdown.
- Select **All students** or which **grade** to include. An Ad Hoc filter can also be selected.
- Select an **Enrollment Effective Date**.
- Choose the **sort options**
- The report format defaults to PDF, but DOCX can also be selected.
- Select **Generate Report** or Submit to Batch.

## Individually Print Transcripts

**Navigation:** *Menu > Student Information > Transcripts*

**Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open academic programs tool. If a student was already selected, the academic programs tool will open automatically.



A Person is needed to use this tool.

Open Person Search
Or
Open Student Search
Open Household Search
Open Staff Search

1. Click **Reports** at the bottom of the transcripts screen.
2. Select the **North Carolina Official Transcript**.
3. Print/Save as needed.

↓ Group ×

Course Number	Course Name	Repeat Course	S
<b>▼ Group: 23-24 -</b>			
10235X0	Eng 3 HNRS	No	8
23092X0	NC Math 3	No	8
33205X0	Biology HNRS	No	9
43115X0	American History Honors	No	8
60602X0	Fall Sports 1	No	1
60602X0	Lifetime Activities Ind Sports2	No	9
BF105X0	Business Essentials Honors	No	9
BF215X0	Financial Planning I Honors	No	9
<b>▼ Group: 22-23 -</b>			
10222X0	Eng 2	No	8
22092X0	NC Math 2	No	8
34102X0	Physical Science	No	8
43182X0	Found Prin USA&NC: Civic Literacy	No	9
60602X0	Athletic Weight Training 3	No	9

Edit
New Details
Reports

### Reports

North Carolina Official Transcript

Close