

Transcripts

08/30/2024 3:03 pm EDT

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.

The screenshot shows a web interface with a table of courses and a 'Reports' dropdown menu. The table has columns for Course Number, Course Name, Repeat Course, and a status column. The 'Reports' dropdown is open, showing 'North Carolina Official Transcript' as the selected option. At the bottom of the interface, there are buttons for 'Edit', 'New Details', 'Reports', and 'Close'. The 'Reports' button is highlighted with a red box.

Course Number	Course Name	Repeat Course	S
▼ Group: 23-24 -			
10235X	Eng 3 HNRS	No	8
23092X	NC Math 3	No	8
33205X	Biology HNRS	No	9
43115X	American History Honors	No	8
60602X	Fall Sports 1	No	1
60602X	Lifetime Activities Ind Sports2	No	9
BF105X	Business Essentials Honors	No	9
BF215X	Financial Planning I Honors	No	9
▼ Group: 22-23 -			
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

Reports

North Carolina Official Transcript

Edit New Details Reports Close