

Final Transcripts

04/04/2025 10:25 am EDT

Final Transcripts (if applicable)

Grading & Standards > Reports > Transcript Batch Report

- Generate transcripts for all students.
- Be sure all steps in the graduation checklist have been completed before generating final transcripts for graduates.
- E-Transcripts will be processed once the diploma date has been updated in a student's graduation tool. Schools must have information complete and diploma dates added within 10 days after the last instructional day of the school year.

Transcript Batch Report ☆

Transcript Batch Report

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report; try to limit the number of students run per batch.

Report Options North Carolina Official Transcript ▼

OR

[Display Options](#)

Which students would you like to include in the report?

☒ Grade

TK
9
10
11
12

☐ Ad Hoc Filter

▼

Enrollment Effective Date 04/03/2025

Sort Options ☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

☐ Transcript without mailing address, one per student

Refresh Show top 50 ▼ tasks submitted between 03/27/2025 and 04/03/2025

Batch Queue List

Queued Time	Report Title	Status	Download
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Report Format: PDF ▼

Generate Report

Submit to Batch