



NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

Infinite
Campus

Transcripts

07/24/2025 3:44 pm EDT

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

In order to print a transcript for a student, you must be in the context of the year, school and calendar in which the student graduated or was last enrolled.

To ensure transcripts are accurate the [Graduation Program Assignment](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment>) and [CTE Program Assignment](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cte-program-assignment)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cte-program-assignment>) steps must be completed.

Batch Print Transcripts

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

- Ensure the **Year, School and Calendar** in which the students graduated or were last enrolled is selected in your **Context**.
- 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 Transcripts tool. If a student was already selected, the Transcripts 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. Ensure the **Year, School and Calendar** in which the student graduated or was last enrolled is selected in your **Context**.
2. Click **Reports** at the bottom of the transcripts screen.
3. Select the **North Carolina Official Transcript**.
4. Print/Save as needed.

↓ Group

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

Edit

New Details

Reports

Reports

North Carolina Official Transcript

Close