

# Accessing North Carolina Historical Student Data

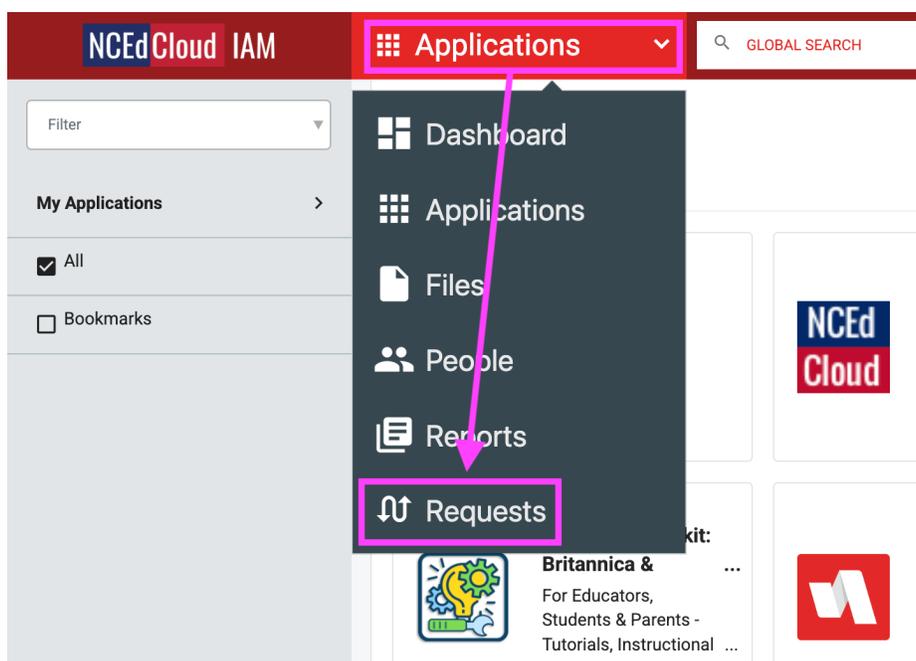
02/25/2026 8:53 am EST

The North Carolina Historical Student Data (NCHSD) application allows users to access transcripts and cumulative folder reports for students who graduated prior to 2014 and whose records are not in the NCSIS, powered by Infinite Campus.

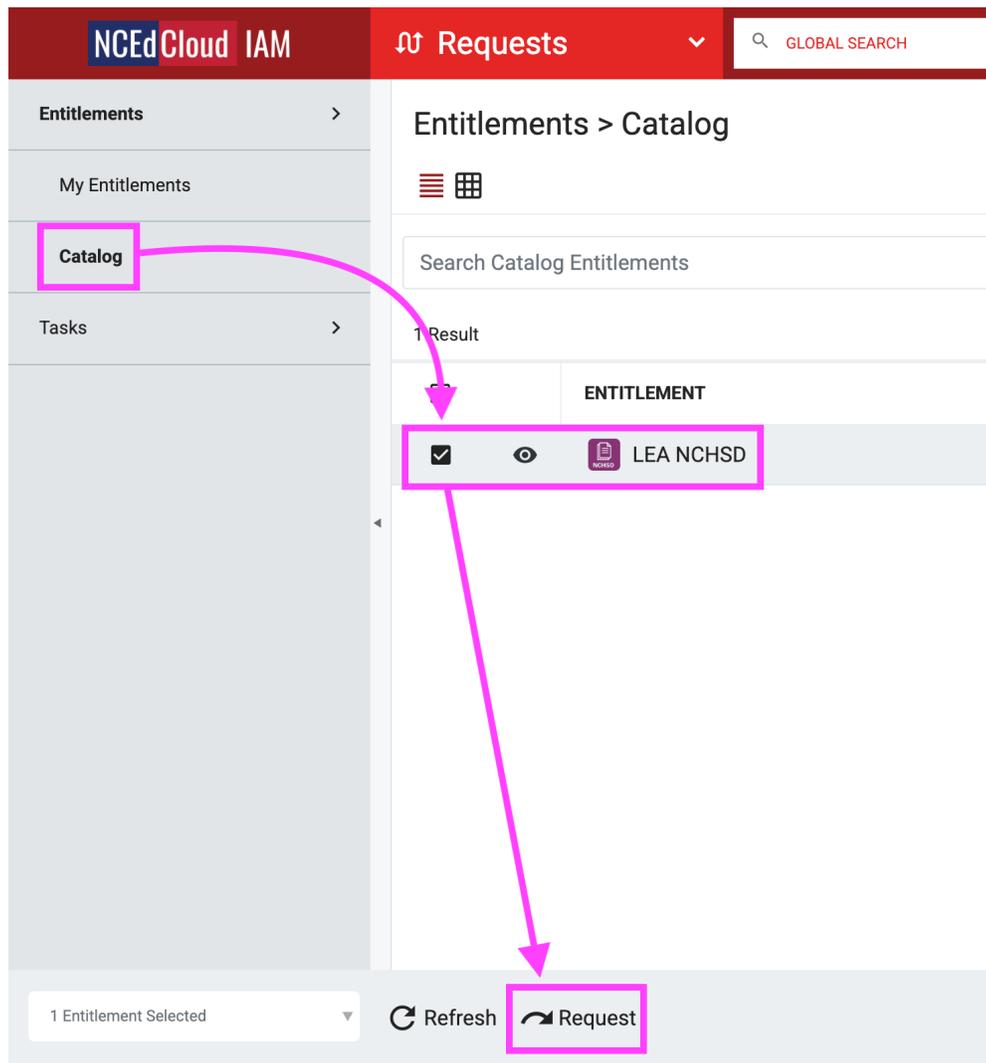
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## Requesting Access to NCHSD

1. Access can be requested by any active PSU employee via NCEdCloud. After logging in to NCEdCloud, click the **Applications** drop-down menu at the top left, then select **Requests**.

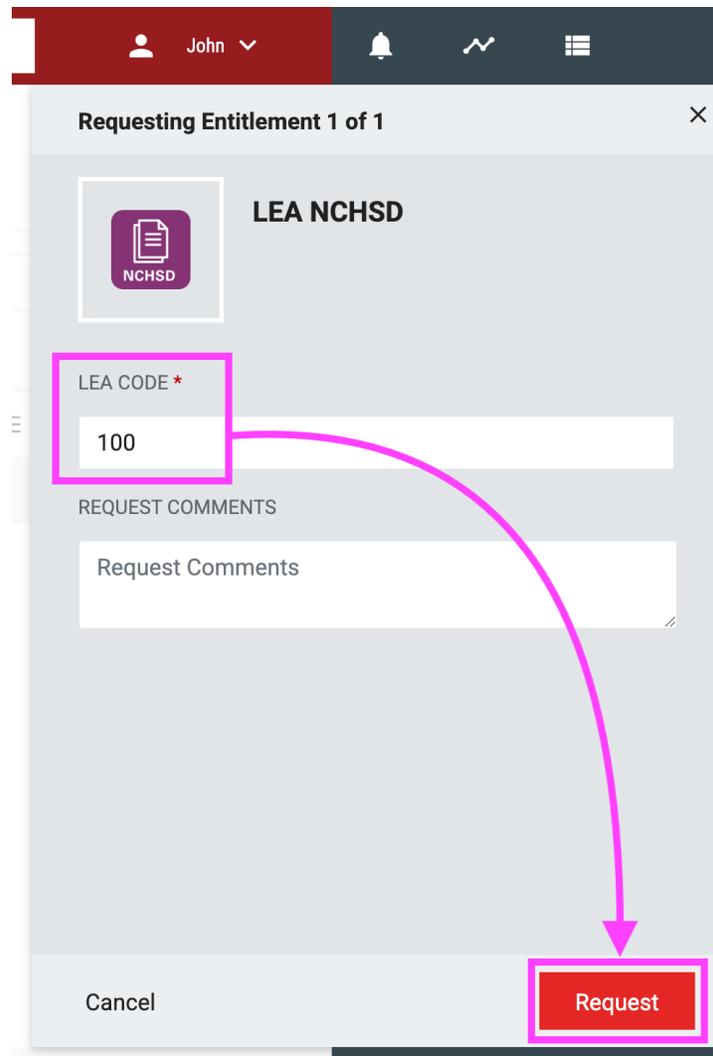


2. Click **Catalog** on the left sidebar. Locate the **LEA NCHSD** request in the list. The request for access includes a purple NCHSD icon. Check off the **LEA NCHSD** request, then click **Request** at the bottom.



3. A **Requesting Entitlement** pane will open on the right side. Input your **3-digit PSU code**, then click **Request**. NCDPI employees should enter "DPI" as their PSU code.

**Note:** If an invalid PSU code is entered in this box -or- if your account is not active with the PSU code entered, the Request will be denied automatically. Enter your current active PSU code only. If you are active with multiple PSUs, you may submit the request multiple times; however, you can only submit one PSU code per request.

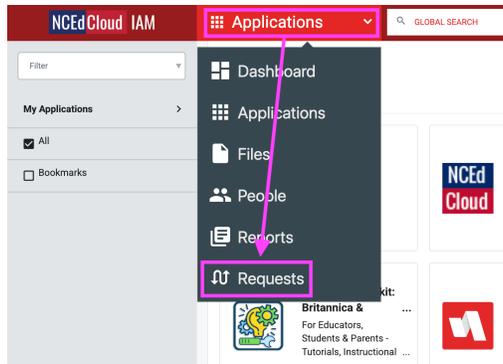


4. After clicking **Request**, it will be routed to your NCEdCloud LEA Administrator(s) for approval. If you are approved, you will see a notification at the top right of NCEdCloud, and a blue “NCHSD” application icon will appear on your Applications screen.

## Managing Access Requests for NCHSD

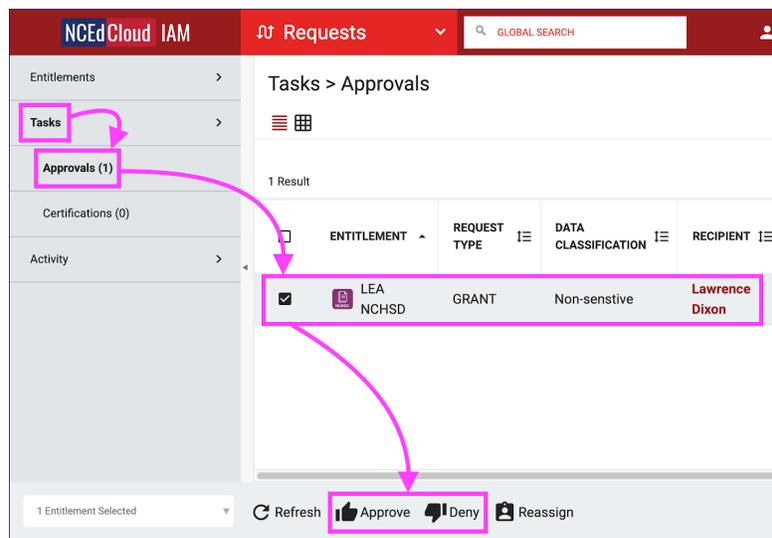
The NCEdCloud LEA Administrator(s) in each PSU will manage access requests for the NCHSD application. When a user requests access, an email and system notification will be sent to all LEA Administrators in that PSU. Once a user’s access request is approved, it will remain approved until the user is disabled with the PSU in the Staff UID System. NCHSD application approvals do not move with a user between PSUs.

1. After logging in to NCEdCloud, click the **Applications** drop-down menu at the top left, then select **Requests**.

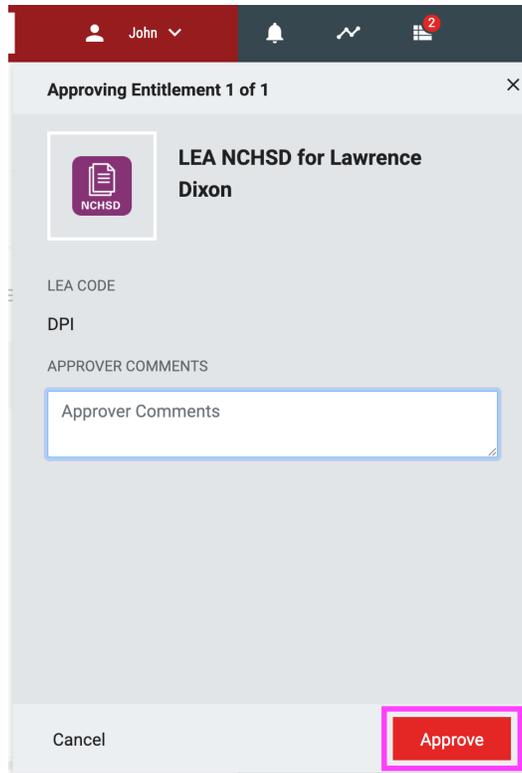


2. Click **Tasks** on the left sidebar, then click **Approvals**. The number of pending Approvals is shown in the sidebar.

3. A list of pending approvals will be shown. For each approval, check it off in the list, then click “**Approve**” or “**Deny**” at the bottom as appropriate. You may select multiple approvals at once to take action in bulk.



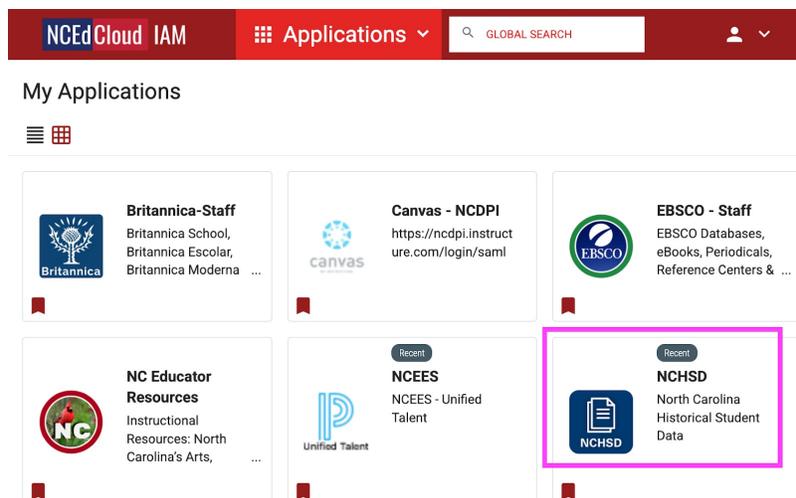
4. An **Approving Entitlement** pane will open to the right. Click **Approve**. This step will need to be repeated if multiple entitlements were selected.



5. If the request was approved, the user will begin seeing the **blue NCHSD** application icon within 5 minutes. They may begin using the application as soon as it appears.

## Using NCHSD

After your access request has been approved, you'll see the blue NCHSD application icon in NCEdCloud. Click it to access the application.



1. The NCHSD application will open in a new tab. At the top, input your search criteria.

- The **District ID** drop-down will be pre-populated and will only allow you to select the PSU(s) you have been approved to access.
- You can use any combination of **Student Information** fields to find your match.
- Click **Search** to show results.

2. The search results are shown at the bottom. Click the **Download** links to download a PDF copy of the student’s Official Transcript, Cumulative Folder, or Unofficial Transcript.

The screenshot shows the NCHSD application interface. At the top, the title "NCHSD" is displayed. Below it, a navigation bar shows the user "john\_mairs1", a "Log Out" link, and the version "NCHSD Version NCHSD 1.1". The main content area is titled "HISTORICAL TRANSCRIPT". It features a search form with a "District ID" dropdown menu set to "490-Iredell-Statesville Schools". Below this is the "STUDENT INFORMATION" section with fields for "Student Number", "First Name", "Last Name", "Date of Birth" (with a note "Date format is mm/dd/yyyy"), and "Sex" (set to "N/A"). A "Search" button is located below the form. Below the search form is a table with columns: "Last, First Name", "Student Number", "District Name", "District Id", "School Name", "Gender", and "DOB". The table contains one row of data with redacted student information. To the left of the table, there are three "Download" buttons labeled "Official Transcript", "Cumulative Folder", and "Unofficial Transcript". A "Go" button and an "Actions" dropdown are also visible. The footer contains the North Carolina Department of Public Instruction logo and address, "APPLICATION LINKS", and "NC DPI LINKS" with social media icons.