

Adding Transfer Grades

07/24/2026 11:25 am EDT

Transfer Grades

Half-Credits

Follow [SBE GRAD-009 7.4](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=10399&revid=Rtl0T0cjwUIJNqslshCorRNIA==&PSID=) (<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=10399&revid=Rtl0T0cjwUIJNqslshCorRNIA==&PSID=>) "Credits for half a course completed due to a student transferring into a NC public school may be reflected on a student's transcript. If the course has an associated End-of-Course (EOC) exam, the NC course code must be used, not the originating school's code. No other half-credits may be earned or recorded."

NOTE: This includes Military Transfer students.

Military Transfers

Enter and update transcript data for all transfer students upon enrollment using available documentation; for military-connected students, follow Interstate Compact requirements ([N.C.G.S. §115C-407.5](https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-407.5.html) (https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-407.5.html)) by enrolling immediately, accepting unofficial records, and assigning comparable courses until official records are received and verified. See the Policy [CCRE-000](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=10399&revid=plustzmvCDwoEplusoq8NeJ68f6w==&PSID=) (<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=10399&revid=plustzmvCDwoEplusoq8NeJ68f6w==&PSID=>) Resolution on the Use of Transfer Credit and the Acceptance of Military Training Education and Experiences Toward a High School Diploma for more information.

Transfer Record

The **Transfer Record Box** is used to ensure accurate and complete record-keeping for transfer students. The new Transfer Student Record Box will simplify the process for managing transfer records.

Historical Transfer Grades Loading:

- Historical Transfer Records (TR) from conversion have been automatically loaded into NCSIS. No further action is required for these records.

Manually Enter Non-North Carolina Public School Transfer Grades:

- For students transferring from a Non-NC Public School, you must manually enter previous transcript records into NCSIS and mark them as transfer records. Detailed steps for this process are provided below and, in the [Transcripts | Infinite Campus](https://kb.infinitecampus.com/help/transcripts) (<https://kb.infinitecampus.com/help/transcripts>) article.

NC Related Transcript Field Information

Refer to the information below for key points related to NC information when adding transcript grades.

Navigation: Select Student > Student Information > General > Transcripts

School Information

School Year	Select the school year the grade was earned.	Example. A student completed the 23-24 school year and completed a NC Math 1 course, the school year in the transcript detail would be 23-24.
School Name	Choose the school name of Non-North Carolina Public School from the drop-down list.	
School Number	Choose NNCPS as the School Number from the drop-down list.	
Grade	Select the grade the student was in when the grade was earned.	Example: A student completed the course in the 23-24 school year as a 10th grade student. The grade level for the student would be 10th.

Course Information

Date	The date can be the date the grade is entered.
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Scoring Information

Scoring Information

Score *

78

Weighted GPA Value

2.0000

Percent

78.000

GPA Max

4.0000

GPA Weight

1.0000

Unweighted GPA Value

2.0000

Score	The final grade a student received in the course. Select a score from the dropdown for the correct scale. Do not type the score in the box.
Weighted GPA Value	The number of GPA points that the score is worth, including added value due to the type of course

Percent	The numerical value of the Score a student received (should be the same as the score)
GPA Max	The maximum amount of GPA Points that this course can earn, including added value
GPA Weight	How this course counts in GPA. This is not equivalent to added value and should equal the number of credits the course is worth. IF a score should not be counted in the GPA, the weight should be 0.
Unweighted GPA Value	The number of points that the score is worth, without including added value due to the type of course

Additional Information

Transfer Course	Check this box for each transfer grade entered. Additional Information TranscriptID 0 Bonus Points ▲ ▼ Task Code ☐ Repeat Course SCED Subject Area UNC Minimum Requirements: ☐ Status Standard Number ☐ Technology SCED Course Identifier Transfer Course: ☒
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