

Credit Group Setup (North Carolina)

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[Elementary \(ES\) Credit Group](#) | [Middle School \(MS\) Credit Group](#) | [Suppressed \(SU\) Credit Group](#) | [High School \(HS\) Credit Group](#)

Tool Search: Credit Groups

Credit Groups define how credits earned by students are counted on the transcripts and used to track a student's progress toward graduation. Credits on the transcript display chronologically, but a summary of student work is available on the transcript, showing the number of credits in each category defined in the Credit Group.

Credit Groups do not include the number of credits earned by a student, which is determined by the course's [Grading Tasks](#), but instead organize credits earned across courses on the student's [Credit Summary](#). See the [Things to Know About Credit Groups and Types](#) for more information.

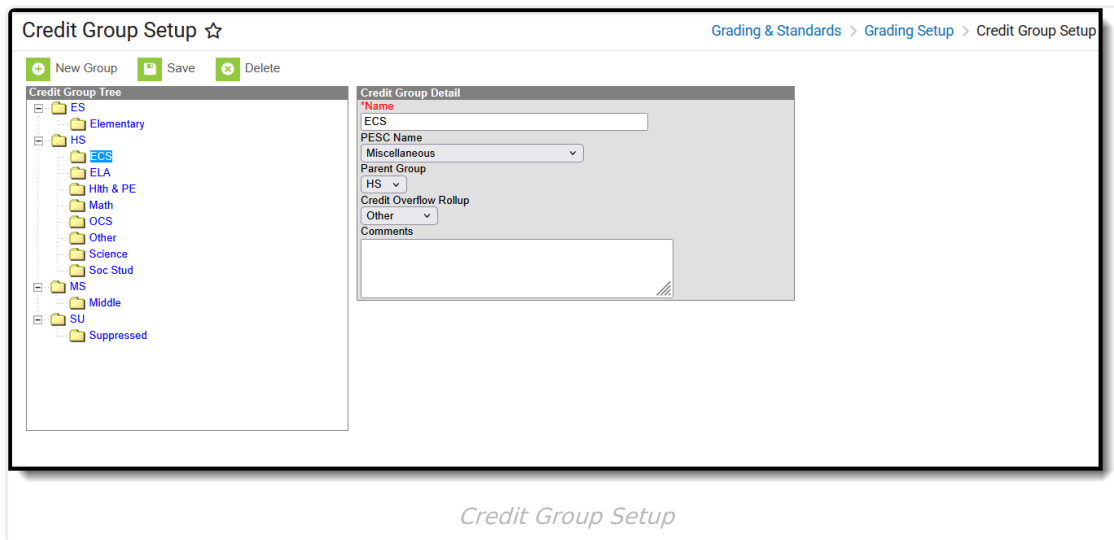
This article provides information to verify or set up Credit Groups to meet North Carolina compliance; initial setup was handled during implementation.

To ensure accurate calculation of student graduation progress and to maintain consistency in transcript reporting, all districts must use the state-defined credit groups without modifications. These credit groups are set up according to **SBE Policy GRAD-004** and should not be modified.

Creating new credit groups or altering existing ones disrupts historical data integrity and directly affects the system's ability to:

- Accurately calculate and display graduation progress,
- Populate the North Carolina Official Transcript correctly, and
- Submit accurate data for the electronic transcript (e-Transcript) as required by state regulations.

The use of unauthorized or customized credit groups will result in incomplete or inaccurate transcripts, which may negatively impact student outcomes, including college admissions and scholarship opportunities.



Refer to the [Credit Groups Setup](#) article for information on credit groups, credit types, best practices and how to create groups.

Credit Groups are set up at the District level. Credit Groups and Credit Types are associated with Course Masters. **Because of this, DO NOT MODIFY these groups and types.**

Things to Know about Credit Groups and Types

- NC Credit Groups are ES, MS, HS, and SU.
- The Credit Group Tree displays the Credit Type(s) when the Credit Group is expanded.
- High School Credit Types now align with the NC Department List.
- Historical grades were not converted. Instead, they were converted as transcript records using the credit types for non-High School Credit Courses as ES and MS.
- Review the Credit Summary and [Course Display](#) sections of the [North Carolina Transcripts](#) article.
- The Credit Overflow Rollup field is not associated with Course Masters, Courses or Transcripts.
- The PESC Mapping field is used for eTranscripts. Refer to the following for more information on eTranscripts:
 - [North Carolina Official XML Output for eTranscripts Setup](#)
 - [Electronic Release Setup \(North Carolina\)](#)

(NC) Credit Groups

(Credit Type Name)

(Credit Group)

Name	PESC Name	Parent Group	CreditRollup
Elementary		ES	
ECS	Miscellaneous	HS	Other
ELA	EnglishLanguageLiterature	HS	Other
Hlth & PE	PhysicalHealthSafetyEducation	HS	Other
Math	Mathematics	HS	Other
OCS	Miscellaneous	HS	Other
Other	Miscellaneous	HS	
Science	LifePhysicalSciences	HS	Other
Soc Stud	SocialSciencesHistory	HS	Other
Middle		MS	
Suppressed		SU	

North Carolina Credit Groups

Elementary (ES) Credit Group

Step 1. Create the Credit Group

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **ES**.
3. Click **Save**. The new Credit Group displays in the Credit Group Tree.

Credit Group Setup ☆

 New Group  Save  Delete

Credit Group Tree

ES
HS
MS
SU

Credit Group Detail

*Name

ES

PESC Name

▼

Parent Group

▼

Credit Overflow Rollup

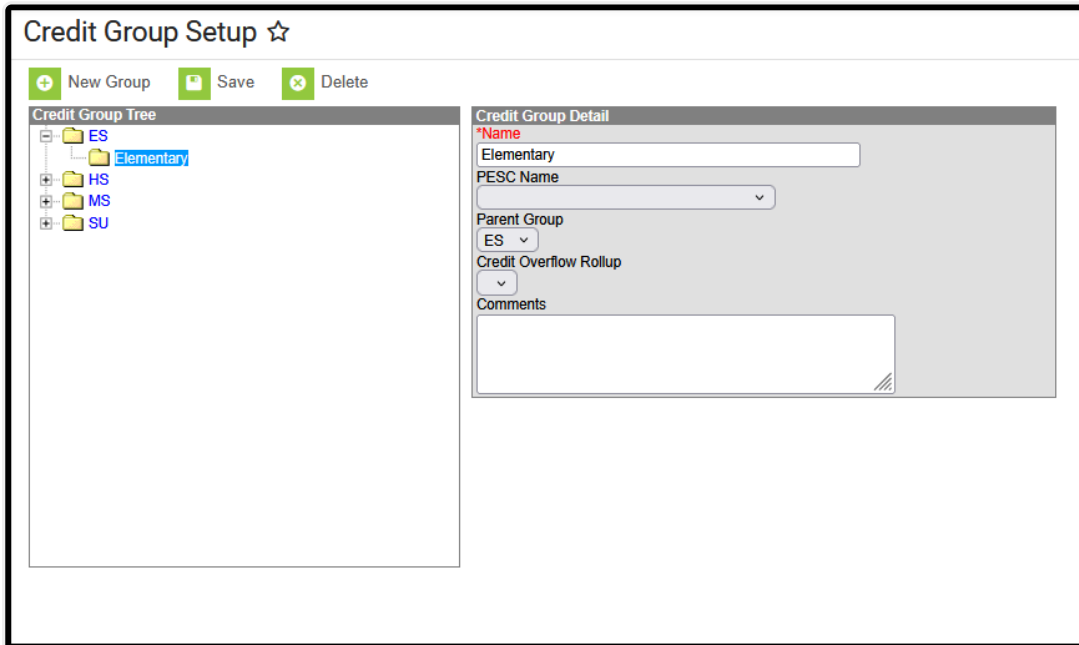
▼

Comments

ES Credit Group

Step 2. Create the Credit Type

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Elementary**.
3. Select **ES** from the **Parent Group** dropdown.
4. Click **Save**. The new Credit Type displays as a child of the ES Credit Group.



The screenshot shows the 'Credit Group Setup' window. On the left is the 'Credit Group Tree' with a hierarchy: ES (parent), Elementary (child of ES), HS, MS, and SU. On the right is the 'Credit Group Detail' editor. The 'Name' field contains 'Elementary'. The 'Parent Group' dropdown is set to 'ES'. The 'PESC Name' field is empty. The 'Credit Overflow Rollup' dropdown is set to the default (down arrow). The 'Comments' field is empty.

Elementary Credit Type with Parent Group ES Selected

Middle School (MS) Credit Group

Step 1. Create the Credit Group

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **MS**.
3. Click **Save**. The new Credit Group displays in the Credit Group Tree.

Credit Group Setup ☆

Credit Group Tree

- ES
- HS
- MS
- SU

Credit Group Detail

*Name
MS

PESC Name
▼

Parent Group
▼

Credit Overflow Rollup
▼

Comments

MS Credit Group

Step 2. Create the Credit Type

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Middle**.
3. Select **MS** from the **Parent Group** dropdown.
4. Click **Save**. The new Credit Type displays as a child of the MS Credit Group.

Credit Group Setup ☆

Credit Group Tree

- ES
- HS
- MS
 - Middle
- SU

Credit Group Detail

*Name
Middle

PESC Name
▼

Parent Group
MS ▼

Credit Overflow Rollup
▼

Comments

Middle Credit Type with MS Parent Group Selected

Suppressed (SU) Credit Group

This credit group can be used when a student repeats a class that should not display on the printed transcript.

Step 1. Create the Credit Group

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **SU**.
3. Click **Save**. The new Credit Group displays in the Credit Group Tree.

The screenshot shows the 'Credit Group Setup' window. On the left is the 'Credit Group Tree' with a list of folders: ES, HS, MS, and SU. On the right is the 'Credit Group Detail' editor. The 'Name' field contains 'SU'. Below it are dropdown menus for 'PESC Name', 'Parent Group', and 'Credit Overflow Rollup'. At the bottom is a 'Comments' text area. Above the editor are buttons for 'New Group', 'Save', and 'Delete'.

SU Credit Group

Step 2. Create the Credit Type

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Suppressed**.
3. Select **SU** from the **Parent Group** dropdown.
4. Click **Save**. The new Credit Type displays as a child of the SU Credit Group.

Credit Group Setup ☆

+ New Group Save Delete

Credit Group Tree

- ES
- HS
- MS
- SU
- Suppressed

Credit Group Detail

*Name
Suppressed

PESC Name

Parent Group
SU

Credit Overflow Rollup
SU

Comments

Suppressed Credit Type

High School (HS) Credit Group

The High School Credit Group and Credit Types report on [Student Transcripts](#). Credit Types MUST be set up as noted below for proper Transcripts posting for both printed official NC transcripts and eTranscripts.

Step 1. Create the Credit Group

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **HS**.
3. Click **Save**. The new Credit Group displays in the Credit Group Tree.

HS Credit Group

Step 2. Create the Credit Types

There are EIGHT Credit Types to create for the HS Credit Group. Follow these steps exactly for accurate Credit Types on the Transcripts, eTranscripts, etc.

Refer to the [Required High School Credit Types](#) table for reference.

ECS

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **ECS**.
3. Select **Miscellaneous** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

ELA

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **ELA**.
3. Select **EnglishLanguageLiterature** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

Health & PE

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Health & PE**.

3. Select **PhysicalHealthSafetyEducation** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

Math

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Math**.
3. Select **Mathematics** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

OCS

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **OCS**.
3. Select **Miscellaneous** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

Other

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Other**.
3. Select **Miscellaneous** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Leave the **Credit Overflow Rollup** field blank.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

Science

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Science**.
3. Select **LifePhysicalSciences** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

Social Studies

1. Select **New Group**. The Credit Group Detail editor displays.
2. In the **Name** field, enter **Soc Stud**.
3. Select **SocialSciencesHistory** from the **PESC Name** dropdown list.
4. Select **HS** from the **Parent Group** dropdown list.
5. Select **Other** for the **Credit Overflow Rollup** dropdown list.
6. Click **Save**. The new Credit Type displays as a child of the HS Credit Group.

When finished adding credit types, the HS Credit Group will look like this:

Credit Group Setup ☆

+ New Group
S Save
X Delete

Credit Group Tree

- ES
- HS**
 - ECS
 - ELA
 - HiIth & PE
 - Math
 - OCS
 - Other
 - Science
 - Soc Stud
- MS
- SU

Credit Group Detail

*Name

PESCS Name

Parent Group

Credit Overflow Rollup

Comments

High School Credit Types

Required High School Credit Types

Name	PESCS Name	Parent Group	Credit Overflow Rollup
ECS	Miscellaneous	HS	Other
ELA	EnglishLanguageLiterature	HS	Other
HiIth & PE	PhysicalHealthSafetyEducation	HS	Other
Math	Mathematics	HS	Other
OCS	Miscellaneous	HS	Other
Other	Miscellaneous	HS	
Science	LifePhysicalSciences	HS	Other
Soc Stud	SocialSciencesHistory	HS	Other