

Request Original Transcripts for LLM Matriculants

Identifying LLM Matriculants

LLM programs can use ACES² to submit requests for the original transcripts of applicants who used the LSAC LLM Credential Assembly Service (LLMCAS). The LLM Original Transcripts Requested report and condition will generate a list of the applicants who have matriculated at a school.

- 1. From the Reports tab, select All.
- 2. From the Style field, select LSAC.
- 3. Click the LLM Original Transcripts Requested report and condition.

Reports									ł	ስ ? 🧕
DAILY SEARCH	REPORTS RECOR	D MANAGEMENT	DATA SUBMISSION	FILE PROCES	SING	UTILIT	ES	INFO CEN	NTER	ARCHIVES
Search Reports By										
Description .			- Leethern			- 0	to d D			
Report Type:	Style: LSAC		V Last User:	Favorite		• Cre	ated By:	Recent	t Res	et
~ Reports										
1 Description	Name		Subjec	t Style	Fav	User	Last User	Run #	Created By	,
Decision Reporting Conditions	Decision		Applicar	t LSAC				5	Dataloader	
JD Report Request Conditions			Applicar	t LSAC				5	Dataloader	
LLM Decision Reporting Conditions	LLMDeci	sion	Applicar	t LSAC				0	Patch 5.0	
GLLM Original Transcripts Requested			Applicar	t LSAC				4	Patch 5.6	
GLLM Report Request Conditions			Applicar	t LSAC				1	Patch 4.7	
Svr LSAC Review - RJN			Applicar	t LSAC				0		
Conditions				Con	dition Sea	rch				6
 Condition Name 	Last User Last	Run Date Run Count	Created By Ask	Con	dition Name	: 🔍				
LLM Application Complete Fall	11/09	9/2017 9	No .			_				
1 LLM Application Complete Spring	11/09	9/2017 2	No .	Last	User:				•	
1 LLM Deny Fall	11/27	7/2017 6	No .			_				
ULLM Deny Spring	11/27	7/2017 3	No .	Crea	ated By:				•	
1 LLM Original Transcripts Requested	02/12	2/2016 4	No .							
LLM Report Request	12/18	3/2013 1	NO .	Con	tains Field:					•
I SAC Commitments Test	02/2	5/2009 3	No.							
LSAC Final Transcript	03/2	7/2017 4	Yes .							Reset
LSAC re request	12/22	2/2016 167	Yes .							
Add Edit Copy Delete	History	Conditio Add E	n dit Copy Delete	ОТу	utput pe: Save (Conditior	Assoc v	Run Repo	ort	

4. Edit the condition to identify your school's matriculants.

Conditions					
1 Condition Name	Last User	Last Run Date	Run Created By	/ Ask	
1 LLM Application Complete Fall		11/09/2017	9	No	
1 LLM Application Complete Spring		11/09/2017	2	No	
1 LLM Deny Fall		11/27/2017	6	No	
1 LLM Deny Spring		11/27/2017	3	No	
1 LLM Original Transcripts Requested		02/12/2016	4	No	
1 LLM Report Request		12/18/2013	1	No	
 LLM Weekly Admit Report 		02/23/2018	31	Yes	
 LSAC Commitments Test 		06/25/2009	3	No	
1 LSAC Final Transcript		03/27/2017	4	Yes	
🚯 LSAC re request		12/22/2016	167	Yes	
			Condition		
Add Edit Copy Delete History			Add Edit Copy	Delete	

- The filter in the condition will default to "export decision = matriculated." The condition does not
 need to be modified if your export decision is associated with the decision code "matriculated."
- 5. The output type is Save Condition Association. Select **Run Report** to associate the report with the condition.

Reports					怜?⊗
DAILY SEARCH REPOR	TS RECORD MANAGEMENT	DATA SUBMISSION	FILE PROCESSING	UTILITIES	INFO CENTER ARCHIVES
Search Reports By					
Description:	Style: LSAC	 Last User: 		 Created By: 	· · · · · · · · · · · · · · · · · · ·
Report Type:	Subject:	•	Favorite		Recent Reset
Benette)
Reports					
1 Description	Name	Subject	Style Fa	av User Last User	r Run # Created By
ODecision Reporting Conditions	Decision	Applicant	LSAC		5 Dataloader .
UD Report Request Conditions		Applicant	LSAC		5 Dataloader .
(LLM Decision Reporting Conditions	LLMDecision	Applicant	LSAC		0 Patch 5.0 .
(LLM Original Transcripts Requested		Applicant	LSAC		4 Patch 5.6 .
(LLM Report Request Conditions		Applicant	LSAC		1 Patch 4.7 .
Syr LSAC Review - RJN		Applicant	LSAC		0 .
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Conditions			Condition	n Search	
Condition Name	Last User Last Run Date Run Count	Created By Ask	Condition	Name:	
1 LLM Application Complete Fall	11/09/2017 9	No .			
 LLM Application Complete Spring 	11/09/2017 2	No .	Last User:		*
U LLM Deny Fall	11/27/2017 6	No .			
1 LLM Deny Spring	11/27/2017 3	No .	Created B	y:	· · · · · · · · · · · · · · · · · · ·
ULLM Original Transcripts Requested	02/12/2016 4	No .			
CLM Report Request	02/22/2019 21	NO .	Contains F	Field:	τ
ALSAC Commitments Test	06/25/2009 3	No.			
LSAC Final Transcript	03/27/2017 4	Yes .			Reset
LSAC re request	12/22/2016 167	Yes .			
·					
Report	Condition		Output	t	
Add Edit Copy Delete History	Add Ed	it Copy Delete	Type:	Save Condition Assoc 🔻	Run Report

Submitting Transcript Requests

1. From the Data Submission tab, select LLM Transcript Request.

RECORD MANAGEMENT	DAT	TA SUBMISSION	FILE PROCESS	SING
		Commitment F	Release	
-		Matric Certifica	ation	
=		Overlap		
-			t Request	

2. The list of matriculants displays in a grid. You can sort the columns in the grid by selecting the header row for the appropriate column. You can also click on the header row and drag a column to a different location in the grid.

L	LM Or	iginal ⁻	Transcript Requ	est									
Statu	s: Read	iy	▼ Year: 2018 ▼ T	erm: Sprin	ng 🔻								Export to Excel
	Year	Term	Application Name	Account	Last Name	First Name	DOB	Туре	Current Status	Decision	Export Decision	Request Date	Transcript Applicant Status
1	2018	Spring	Application					L2	Matriculated Spring	ADMT	Matriculated		
2	2018	Spring	Application					L2	Matriculated Spring	ADMT	Matriculated		
3	2018	Spring	Application					L2	Matriculated Spring	ADMT	Matriculated		
							D. I		64	_)	10-4-2-12
¢.						14	Page 1	0					View 1 - 3 of 3
													Request Transcripts

3. Use the **Export to Excel** button to generate a Microsoft Excel file. Select **Request Transcripts** after verifying that the list of matriculants is accurate.

Transcript Request Dates

The dates when you can begin requesting transcripts are listed below. You should only submit one request for all transcripts for each term.

Term	Transcript Request Start Dates
Winter	October 1 of previous calendar year
Spring	October 1 of previous calendar year
Summer	March 1 of current calendar year
Fall	June 1 of current calendar year

Tracking the Status of Requested Transcripts

- 1. From the Data Submission tab, select **Request Transcripts**.
- 2. Select the appropriate option in the Status drop-down menu and the appropriate year and term.
 - Select **Ready** to submit transcript requests.
 - The Transcript Applicant Status column provides detailed information about the submitted transcript requests.
 - The chevron icon will generate a legend which defines the values in the Transcript Applicant Status field.

LLM Original Transcript Request										
Status:	Status: Processed ▼ Year: 2016 ▼ Term: Fall ▼									
	Requested	pplication Name	Transcript Applicant Status	$\mathbf{\Sigma}$						
1	Processing	LM Application	Delivered							

Tracking the Status of the Requested Transcripts in an Applicant Record

- 1. From the Search tab, select Applicants, then select All to locate the appropriate applicant file.
- 2. Select the **Status** tab in the applicant file to view the LLM transcript request status in the Completion Status section.

Completion Status							
Date Applied:	11/13/2017			Application Source:	LSAC		
Report Received:	11/13/2017			Report Requested:	11/13/2017		
Prv. App?:	Yes			Conditional:	No		
File Completed:							
 Resume Application Fee Transcripts Unofficial tran 		 ✓ LORs ✓ Application Signed ✓ TOEFL Waiver Requested ✓ ITAES 	Final Transcript Forsonal Statement Forsonal Statement Forsonal Statement Forsonal Statement Forsonal Statement		 Thesis Proposal Q2 start 		
CAS Report Status:	Paper / electron	ic reports have been generated	LLM Transcript Request Status:	Delivered			