



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

DAILY SEARCH **REPORTS** 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

Reports

Description	Name	Subject	Style	Fav	User	Last User	Run #	Created By
Decision Reporting Conditions	Decision	Applicant	LSAC	<input type="checkbox"/>			5	Dataloader
JD Report Request Conditions		Applicant	LSAC	<input type="checkbox"/>			5	Dataloader
LLM Decision Reporting Conditions	LLMDecision	Applicant	LSAC	<input type="checkbox"/>			0	Patch 5.0
LLM Original Transcripts Requested		Applicant	LSAC	<input checked="" type="checkbox"/>			4	Patch 5.6
LLM Report Request Conditions		Applicant	LSAC	<input type="checkbox"/>			1	Patch 4.7
Syr LSAC Review - RJN		Applicant	LSAC	<input type="checkbox"/>			0	

Conditions

Condition Name	Last User	Last Run Date	Run Count	Created By	Ask
LLM Application Complete Fall		11/09/2017	9		No
LLM Application Complete Spring		11/09/2017	2		No
LLM Deny Fall		11/27/2017	6		No
LLM Deny Spring		11/27/2017	3		No
LLM Original Transcripts Requested		02/12/2016	4		No
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
LSAC Final Transcript		03/27/2017	4		Yes
LSAC re request		12/22/2016	167		Yes

Condition Search

Condition Name:

Last User:

Created By:

Contains Field:

Report

Condition

Output Type: **Save Condition Assoc**

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

Condition Name	Last User	Last Run Date	Run Count	Created By	Ask
LLM Application Complete Fall		11/09/2017	9	No	.
LLM Application Complete Spring		11/09/2017	2	No	.
LLM Deny Fall		11/27/2017	6	No	.
LLM Deny Spring		11/27/2017	3	No	.
LLM Original Transcripts Requested		02/12/2016	4	No	.
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	.
LSAC Final Transcript		03/27/2017	4	Yes	.
LSAC re request		12/22/2016	167	Yes	.

- 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

SEARCH | REPORTS | 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 []

Description	Name	Subject	Style	Fav	User	Last User	Run #	Created By
Decision Reporting Conditions	Decision	Applicant	LSAC	<input type="checkbox"/>			5	Dataloader
ID Report Request Conditions		Applicant	LSAC	<input type="checkbox"/>			5	Dataloader
LLM Decision Reporting Conditions	LLMDecision	Applicant	LSAC	<input type="checkbox"/>			0	Patch 5.0
LLM Original Transcripts Requested		Applicant	LSAC	<input type="checkbox"/>			4	Patch 5.6
LLM Report Request Conditions		Applicant	LSAC	<input type="checkbox"/>			1	Patch 4.7
Syr LSAC Review - RJN		Applicant	LSAC	<input type="checkbox"/>			0	

Conditions

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LSAC Commitments Test		06/25/2009	3	No	.
LSAC Final Transcript		03/27/2017	4	Yes	.
LSAC re request		12/22/2016	167	Yes	.

Condition Search

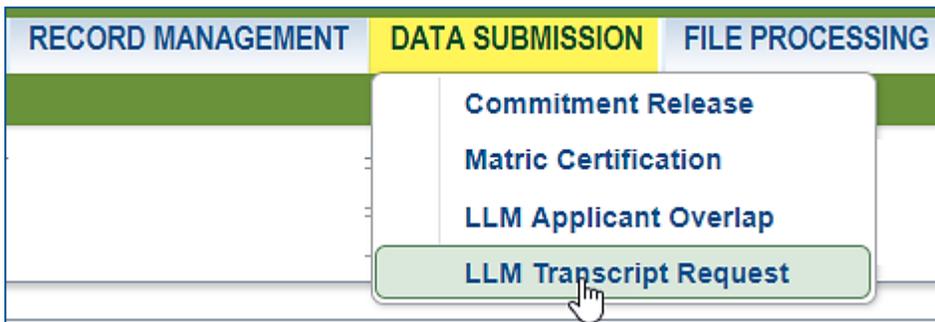
Condition Name: []
 Last User: []
 Created By: []
 Contains Field: []
 Reset []

Report **Condition** **Output**

Add Edit Copy Delete History Add Edit Copy Delete Type: Save Condition Assoc Run Report

Submitting Transcript Requests

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

LLM Original Transcript Request

Status: **Ready** Year: **2018** Term: **Spring** Export to Excel

	Year	Term	Application Name	Account	Last Name	First Name	DOB	Type	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		

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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.

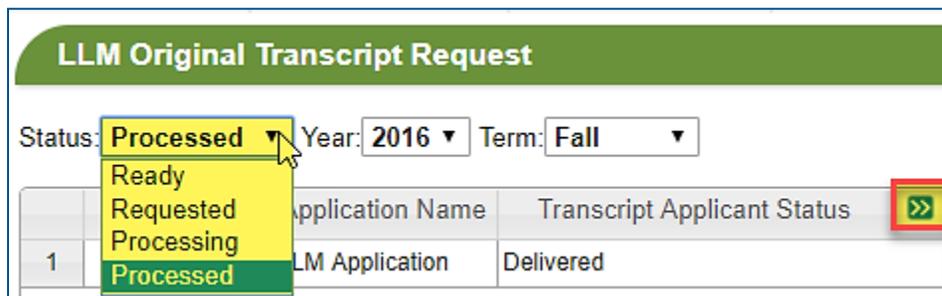
Transcript Request Dates

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.



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.

