



Law School Support Services HOW TO ...

Verify Matriculants in ACES² for the Matriculant Certification Service

The Matriculant Certification Service provided in the fall by LSAC and the ABA calculates your school's percentile information based on your list of matriculants.

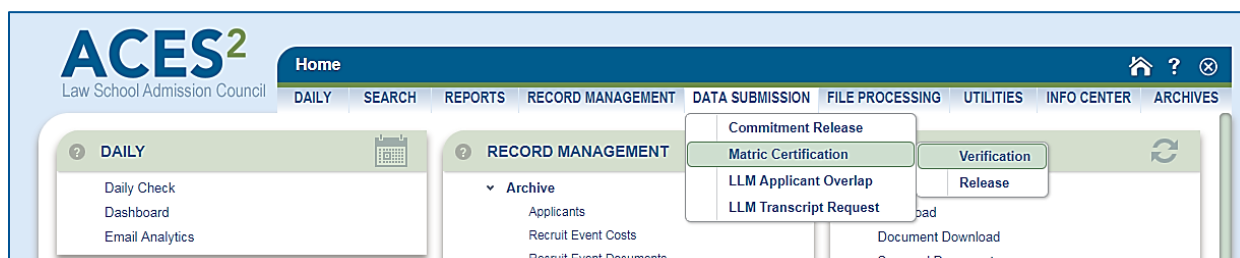
LSAC creates a report for each participating school's matriculants, listing the 25th, 50th, and 75th LSAT and undergraduate GPA (UGPA) percentiles, sorted by "part-time," "full-time," and "all" matriculants. The report also includes the high LSAT and UGPA for each matriculant. This report will be available to all schools for review in ACES².

Once you have reviewed this data, you can authorize LSAC to transmit your percentile information to the ABA. LSAC only provides percentile information to the ABA. Neither specific identifying information nor individual LSAT scores and UGPAs will be provided to the ABA by LSAC.

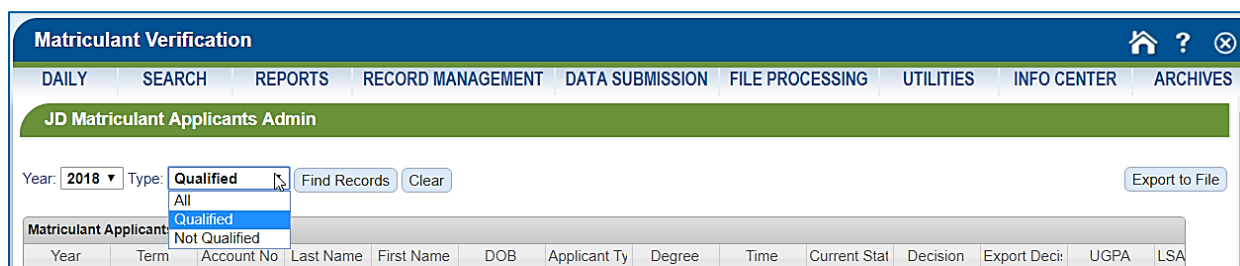
Verify Matriculant Data

1. From the Data Submission tab, select **Matric Certification**, then select **Verification**.

- You can also choose this option from the site map on the home page.



- Use the grid to identify your qualified matriculants for the year you are verifying. Only applicants with an export decision of Matriculated will appear on the list of qualified matriculants.



- Examine the grid to ensure that all of your matriculants appear. If your list does not include all of your matriculants, review and modify the decisions on the applicants' records to be sure they reflect the correct decision status.

Matriculant Applicants												
Year	Term	Account No	Last Name	First Name	DOB	Applicant Ty	Degree	Time	Current Stat	Decision	Export Deci	UGPA
2018	Fall					1st Time	JD	Full Time	Deposit Paid	ADMIT	Matriculated	3.84
2018	Fall					Deferral	JD	Full Time	Enter	ADMIT	Matriculated	3.90
2018	Fall					1st Time	JD	Full Time	Deposit Paid	ADMIT	Matriculated	3.96
2018	Fall					1st Time	JD	Full Time	Deposit Paid	ADMIT	Matriculated	3.71
2018	Fall					1st Time	JD	Full Time	Deposit Paid	ADMIT	Matriculated	3.93

- You can filter the data displayed on your grid for specific applicants using search criteria such as LSAC account number, name, time, and statuses. Click either the **Find Records** button or the Find Records icon located in the bottom left corner of the list. After entering your search criteria, select **Find**. To clear the filter, select **Reset**.

JD Matriculant Applicants Admin

Year: **2018** Type: **All** **Find Records** **Clear**

Search...

Time contains part

Reset match all rules Find

2018	fall					1st T
2018	fall					1st T
2018	fall					1st T

Find records Page 1 of 4 50 View 1 - 50 of 196

- To modify a record, select the applicant and click the Edit Selected Row icon.



5. Make the appropriate edits, save, and close.

Edit: Name, LSAC Acct# and Date of Birth

Applicant Type	1st Time
Time	full-time
Current Status	Admit
Decision	Deposit 2
Export Decision	Matriculated

Save
Cancel

6. In the Notification Email text box, enter the email address of the person on your staff who should receive email notifications when the matriculation certification file is ready to download. Select **Save**. Please note that this email address can be updated if needed.

Matric Certification emails are currently being sent to:
vprasad@lawschool.edu

Notification Email: vprasad@lawschool.edu
Save

Email address saved.

Review Percentile Data

LSAC will create a report for each participating school's matriculants, listing the 25th, 50th, and 75th LSAT and UGPA percentiles, sorted by "part-time," "full-time," and "all" matriculants. The report also will include the high LSAT and UGPA for each matriculant. The person whose email address was entered in the notification email text box will be contacted when the file is ready to download.

1. From the Data Submission tab, select **Matric Certification**, then select **Release**.
 - You can also choose this option from the site map on the home page.
 - If LSAC has not processed your matriculant data, you will see a message on the screen telling you that your data has not been processed.

Matriculant Release

DAILY
SEARCH
REPORTS
RECORD MANAGEMENT
DATA SUBMISSION
FILE PROCESSING
UTILITIES
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Matriculant Release

The ABA Section of Legal Education and Admissions to the Bar (ABA) and the Law School Admission Council (LSAC) have established a verification program to allow member schools to obtain a certified report of their first-year class credentials.

This program is voluntary.

LSAC will provide you with a certified 25th, 50th, and 75th percentile report (including the high LSAT score, and UGPA if available) of your first-year class credentials whether you choose to participate in this program or not.

LSAC will notify you via email when your certified report is available to download for your review. If you have any questions at this time, contact your regional support manager.

Matriculation data for this cycle has not been processed yet.

- Once your matriculant data has been processed by LSAC, you can download your percentile data for final review.
2. Select **Data Submission**, then **Matric Certification**, and then **Matric Release**.
- Your file will be displayed and ready for download.

Matriculant Release

You have agreed to participate in the LSAC and ABA Section of Legal Education and Admissions to the Bar joint program to certify credentials of your entering class.

I have reviewed the data for my school and authorize LSAC to release this percentile data to the ABA and also authorize LSAC to use this data as part of their end-of-year reports.

PLEASE NOTE: Your answer to this question is final.

Release

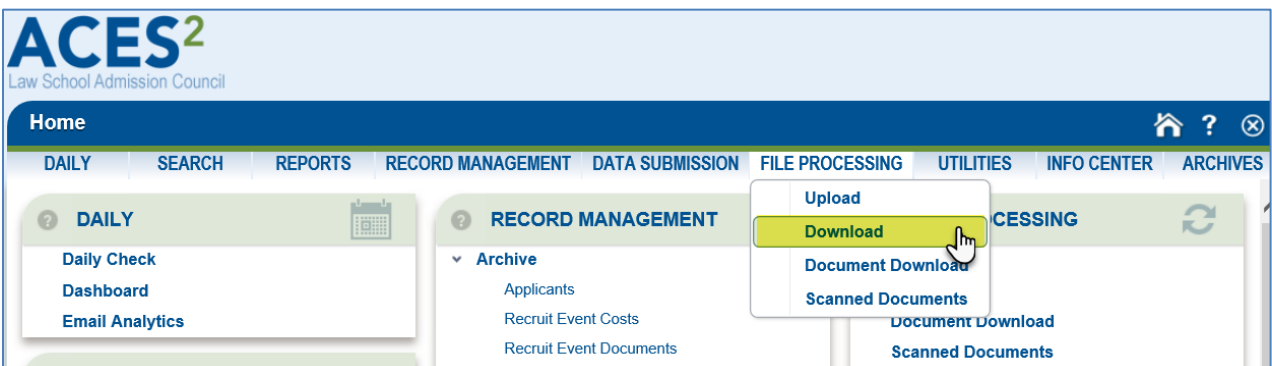
High LSAT	Count	25th Percentile	50th Percentile	75th Percentile
Full Time	231	154	158	160
Part Time	14	150	155	159
All	245	153	158	160

UGPA	Count	25th Percentile	50th Percentile	75th Percentile
Full Time	233	3.32	3.57	3.69
Part Time	12	3.11	3.62	3.83
All	245	3.31	3.58	3.7

Matriculant Certification File.

Description	LSAC File Name	Logon ID	Status	File Size	Received	Downloaded
MatricCert File	0172_ABA_2017_11_10_20172_39_47PM_171110_161852.xls			28725	11/10/2017	11/13/2017

3. Select the file icon at the far right to download and save your file.
- Alternatively, you can also find your file either by navigating to **File Processing** and selecting **Download**, or by choosing this option from the site map in the File Processing section.



- From the File Download page, select **Matric Cert** from the drop-down menu to display your file, then select **Search**.

File Download

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[DATA SUBMISSION](#)
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File Download

Select search criteria.

Data Type: Matric Cert


User:

Received: To:

Status:

Search Clear

- Select the icon on the far right to download your document for final review.

Description	LSAC File Name	Logon ID	Status	File Size	Received	Downloaded	
MatricCert File	0172_ABA_2017_11_10_20172_39_47PM_171110_161852.xls			28725	11/10/2017	11/13/2017	

- After you have downloaded your file, review the data. The 25th, 50th, and 75th High LSAT and UGPA percentiles will be listed and sorted by “Full Time,” “Part Time,” and “All” matriculants.

High LSAT	Count	25th Percentile	50th Percentile	75th Percentile
Full Time	104	151	155	159
Part Time	1*	0	0	0
All	104	151	155	159
*When Part Time Count < 10 it is included in the 'Full Time' total				
UGPA	Count	25th Percentile	50th Percentile	75th Percentile
Full Time	249	3.33	3.62	3.77
Part Time	4*	0	0	0
All	249	3.33	3.62	3.77
*When Part Time Count < 10 it is included in the 'Full Time' total				
Matriculant Certification File.				

Release Matriculant Data

- After you have reviewed the data, you can elect to participate in the Matriculant Certification Service by clicking the **Release** button. This decision is final.
 - By choosing to release, you acknowledge that you have reviewed the data and authorize LSAC to release your percentile data to the ABA. You may not reverse your selection.

Matriculant Release

You have agreed to participate in the LSAC and ABA Section of Legal Education and Admissions to the Bar joint program to certify credentials of your entering class.

I have reviewed the data for my school and authorize LSAC to release this percentile data to the ABA and also authorize LSAC to use this data as part of their end-of-year reports.

PLEASE NOTE: Your answer to this question is final.

Release

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Matriculant Certification File.

- The user who authorized the release of your data to the ABA and for LSAC end-of-year reports will be shown, along with the release date and time.

ACES²

Law School Admission Council

Matriculant Release

Released By: wrhodes

Release Date: 11/11/2018 5:00:30 PM

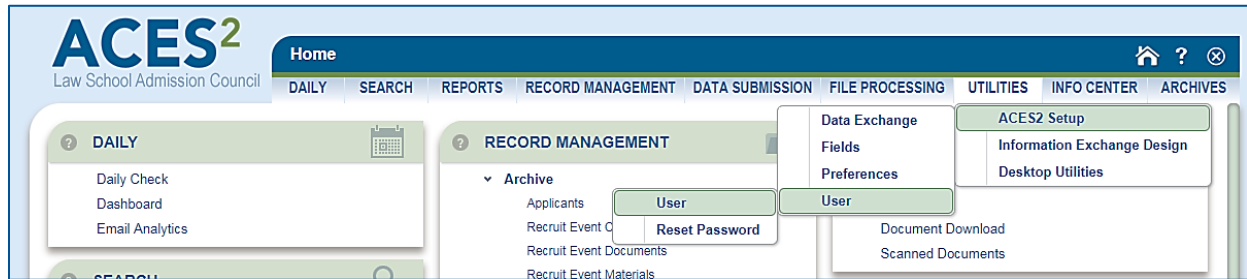
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Allow User Access

To access the matriculant verification and release sections of ACES², you will need user permission. Contact the ACES² administrator in your admission office.

- From the Utilities tab, select **ACES² Setup**, then **User**, and then **User** again.
 - You can also choose this option from the site map on the home page.



- Select the user to whom you want to assign this role, then select **Edit**.

Please select status Active								
Last Name	First Name	Username	Title	Phone	Fax	EMail	Active	Locked
Rhodes	Wendy	WRhodes	Asst. Dean of Admissions			wrhodes@college.edu	Yes	No
Lodge	Rene	rlodge				lodge@college.edu	Yes	No

- You can choose to give access to the verification and certification tasks individually by clicking the check box next to each option.
 - FileManager.MatricVerify—Users can verify data, edit records, enter the notification email, and save.
 - FileManager.MatricCert—Modify allows users to certify and release the data. View allows users to see the data.

☒ **FileManager**

☒ FileManager.MatricVerify
☒ FileManager.MatricCert
☒ Modify
☐ View