

DAA has partnered with Parchment for Transcript Requests

Parchment is used to electronically send transcripts to locations all over the world – whether to a university, employer, or other organization. Whether you’re applying to university, grad school, or your dream job, sending your official transcript is fast and efficient through our relationship with Parchment. There is a small fee payable to Parchment for this service, but the advantage of electronic transmittal means that the transcript will arrive at its destination quickly.

Note: For current DAA students applying to universities around the world, please add the universities you are applying to in Naviance. If you are applying to a university that accepts electronic submissions from Naviance, you do not need to order your transcript through Parchment. If you are applying to a university that does not accept electronic submissions from Naviance, please use this site to send your transcript directly to the university you are applying to.

To order your transcript, click the ORDER YOUR TRANSCRIPT banner below. The first thing you’ll do is create an account, then you’ll place your order, and then you can track your order 24/7.



Visit parchment.com/studentkit to access the Parchment Student Took Kit containing:

- Video Tutorials
- User Guides
- Frequently Asked Questions
- Support Resource

The Process

1. Sign up for a Parchment account or if you already have one, sign in.
2. Search for Dubai American Academy and add DAA.
3. On the next screen you will be asked to indicate:
 - Enrollment Status;
 - The year you started high school at DAA;
 - Your DAA graduating class.
4. Enter your current mailing address.
5. Sign and give consent.
6. Select a delivery destination:
 - First search for your university. If found, select it.
 - If your university cannot be found, at the bottom of the screen you will be asked if you would like to send a transcript attached to an e-mail (assuming you provide an e-mail address) or would you prefer your transcript to be mailed. Mailed transcripts are sent from the US and arrive at US destinations more quickly than from Dubai. On the next screen you will provide the address.
7. Pay the processing fee by credit card.
8. DAA will receive a notice from Parchment and process the request as soon as possible. You can monitor the status on Parchment.

In the unlikely event that you have difficulties with this process, please contact [Jan Evans](#) in the DAA Counseling office.
