

Dear Students and Parents,

To ensure the accuracy of your DAA Transcript, High School Diploma, IB Diploma, and IB/AP Certificates, we request that you review and confirm your personal information and academic records.

The following information must be verified:

- **Student Name:** Must match your passport and reflect the exact spelling.
- **Date of Birth:** Format MM/DD/YYYY

Please review the Unofficial Transcript (attached) and complete the [24-25 Unofficial Transcript Review Form](#). **Please note that only students can submit the approved or unapproved transcript.** The form requires a DAA email address for secured confirmation.

Freshmen, Sophomores, and Juniors: Submit a response only if there is an error in your name and/or date of birth. If those are correct, disregard.

Seniors: You must confirm your transcript in order for the Counseling Department to add this to your Unifrog account for your university applications. **Responses are due by: September.**

Things to Note:

- Gr 9 will only have courses listed as this is your first semester in High School. Gr 10-12 will have grades listed from previous DAA high school years and only courses for the current year. Semester 1 grades will only be listed after Semester 1 is completed.
- Grades reported on this transcript reflect **only DAA grades**. Any grades from a high school you previously attended will not be reflected in the DAA Transcript. This will only reflect on your Transfer Transcript(s) (the transcript(s) from your previous school).
- If you completed an iCademy recovery credit, the course and credit should be listed on this transcript (there is no GPA awarded). If you do not see the course, with a P for passing and 0.5 credit earned - do not approve this transcript and note it in the form. You must provide your counselor and Mr. Jon Gatus with a copy of the iCademy Course Certificate. j.gatus_daa@gemsedu.com
- **For name or birth date change requests, you must upload a copy of your passport. We can only accommodate the change if it matches your passport.**

If you have any questions, please contact your counselor directly.

Grade 9

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Grade 10-12

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Warm Regards,

HS Counseling Team