Parents Services Manual

Service	**Student Registration with Card Reader**
Fee	Free of Charge
Channel	Online Services
Required Time	3 days
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools (On behalf of the student)
Service Limitations	None
Description	To create a record for new students joining Dubai private schools for the first time
Required Documents	- Valid original Emirates ID of the student and parents/Guardians - An attested school certificate or transfer letter for students joining in Grade 2 or higher - Any other documents requested by the school
Steps of Service	1. Approach the school of choice directly 2. The student will undergo the admission assessment as per the school policy 3. Upon approval, the school will register the student with KHDA via KHDA Smart Services 4. The parent will create an account in KHDA Parents Portal 5. The parent will review and sign the unified Parents Contract via the Parent Portal or the smart device application 6. KHDA will review and process the registration request 7. Once approved, the student will be eligible to receive all student related services

Service	**Student Registration (without Card Reader)**
Fee	Free of Charge
Channel	Online Services
Required Time	3 days
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools (on behalf of the student)
Service Limitations	None
Description	To create a record for new students joining Dubai private schools for the first time. Students who are not eligible for Emirates ID only will benefit from the service
Required Documents	• Valid passport copy • Valid diplomat card copy (For diplomatic missions only) • A statement from UAE Courts in case of an ongoing trial if applicable • An attested school certificate or transfer letter for students joining in Grade 2 or higher • Any other documents requested by the school
Steps of Service	1. Approach the school of choice directly 2. The student will undergo the admission assessment as per the school policy 3. Upon approval, the school will register the student with KHDA via KHDA Smart Services 4. The parent will create an account in KHDA Parents Portal 5. The parent will review and sign the unified Parents Contract via the Parent Portal or the smart device application 6. KHDA will review and process the registration request 7. Once approved, the student will be eligible to receive all student related services

Service	**Student Transfer Certificate**
Fee	120 AED (paid by the new school)
Channel	KHDA School System
Required Time	3 days
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools – the previous school (on behalf of the student)
Service Limitations	The service will be available if all fees are settled/cleared with the previous school
Description	Used when a student moves between two private schools in Dubai
Required Documents	• None
Steps of Service	1. Secure a place for the student in any school of choice in Dubai 2. Make sure that all tuition and administrative fees are cleared with the previous school 3. The new school management will approach the previous school directly on behalf of the parents 4. The previous school will initiate a transfer application and send it to the new school 5. The new school management will verify the application and place the student in the correct Grade 6. The application will be reviewed and processed by KHDA 7. Once approved, the student record will be moved from the previous school profile to the new school profile 8. The parent will review and sign the unified Parents Contract under the new school via the Parent Portal or the smart device application 9. The application will be reviewed and processed by KHDA 10. Once approved, the student record will be moved from the previous school profile to the new school profile

Service	**Student Leave Certificate**
Fee	120 AED
Channel	KHDA School System
Required Time	1 day
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools (on behalf of the student)
Service Limitations	The service will be available if all fees are settled/cleared with the current school
Description	Used when a student moves to a school outside the private education system of Dubai
Required Documents	• None
Steps of Service	1. Approach the school directly to obtain a Leaving Certificate 2. Make sure that all tuition and administrative fees are cleared with the current school 3. The current school will apply for the certificate via KHDA smart services 4. KHDA smart services will produce an attested Leaving Certificate in the school premises without the need to visit KHDA 5. The parent will pay the service fees as per the school policy 6. The smart attestation comes in the form of a QR code where the parent can scan to verify the certificate validity

Service	**Student Report Card**
Fee	120 AED
Channel	KHDA School System
Required Time	1 day
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools (on behalf of the student)
Service Limitations	The service will be available if all fees are settled/cleared with the current school. The service will be available once the school uploads the end-of-year results in KHDA smart services
Description	To print the student report card that includes the student end-of-year results with smart attestation
Required Documents	• None
Steps of Service	1. Approach the school directly to obtain a report card certificate 2. Make sure that all tuition and administrative fees are cleared with the current school 3. The current school will apply for the certificate via KHDA smart services 4. KHDA smart services will produce an attested report card certificate in the school premises without the need to visit KHDA 5. The parent will pay the service fees as per the school policy 6. The smart attestation comes in the form of a QR code where the parent can scan to verify the certificate validity

Service	Good Conduct Certificate
Fee	120 AED
Channel	KHDA School System
Required Time	1 day
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools (on behalf of the student)
Service Limitations	None
Description	An attested certificate states the school testimonial of the student's good behavior
Required Documents	• None
Steps of Service	1. Approach the school directly to obtain a Good Conduct certificate 2. The current school will apply for the certificate via KHDA smart services 3. KHDA smart services will produce an attested Good Conduct certificate in the school premises without the need to visit KHDA 4. The parent will pay the service fees as per the school policy 5. The smart attestation comes in the form of a QR code where the parent can scan to verify the certificate validity

Service	**Education Continuity Certificate**
Fee	120 AED
Channel	KHDA School System
Required Time	1 day
Service Availability	24 hours / 365 days
Who can apply?	Dubai Private Schools (On behalf of the student)
Service Limitations	None
Description	An attested certificate states that the student is currently enrolled in the school
Required Documents	• None
Steps of Service	6. Approach the school directly to obtain an Education Continuity certificate 7. The current school will apply for the certificate via KHDA smart services 8. KHDA smart services will produce an attested Education Continuity certificate in the school premises without the need to visit KHDA 9. The parent will pay the service fees as per the school policy 10. The smart attestation comes in the form of a QR code where the parent can scan to verify the certificate validity