

## Students & Alumni

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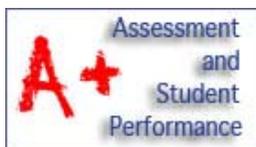
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## Student Records and Transcript Request Procedures

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please select the appropriate category from the options below.

1. [Student Graduated or Attended 4 or Less Years Ago](#) (not a Panama School)
2. [Student Graduated or Attended 5 Years Ago](#) (not a Panama School)
3. [Student Graduated or Attended More than 5 Years Ago](#) (not a Panama School)
4. [Student Graduated From or Attended a Recently Closed School](#) (not a Panama School)
5. [Students Who Graduated or Attended a DoDDS Panama School](#) (this includes Former Secondary Canal Zone Schools)
6. [Panama Canal College Requests](#)
7. [Graduation Verification for Potential Employers and Recruiters](#)



### Note:

No records will be provided without appropriate written authorization and signatures of either parent/guardian if the student is a minor (under 18). If the student is 18 or older, he/she must sign the request.

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### Student Graduated or Attended 4 or Less Years Ago:

If it has been 4 years or less since the student attended, the student should contact the school directly. School APO mailing addresses are listed on our web site.

Requests may be mailed or faxed to the appropriate office and should include the following information:

- Full name under which enrolled at time of attendance
- Social Security Number
- Date of Birth
- Name of school and year of graduation or last date of attendance
- A daytime telephone number
- Address transcript/record should be mailed to
- The requestor must sign the request letter because of the Privacy Act
- Requestor may call DoDEA Records Center at (706) 545-4785 to inquire into the status of a request.

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### Student Graduated or Attended 5 Years Ago:

Transcripts for students who have attended/graduated from schools in the Europe or Pacific area remain at the school for 4 years. Upon the fourth year the transcripts are transferred to the Area Superintendent's Office. Upon the fifth year the transcripts are transferred to Prometric (formerly ETS), St. Paul, Minnesota during the Summer and archived for 50 years.

Example: A student attended Wiesbaden High School and graduated in 1994. The transcript remains at the school until 1998. Summer 1998 the transcript is transferred to the Europe Area Superintendent's Office. Summer 1999 the transcript goes to Prometric and placed on

file for 50 years. If the student wanted a copy of the transcript April 1999 he/she would request it from the Europe Area Superintendent's Office. If the student requested the transcript in October 1999, he/she would request it from Prometric.

- [Area Superintendent Office Addresses](#)
- Prometric (formerly ETS)

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#### **Student Graduated or Attended More Than 5 years Ago:**

If it has been more than 5 years since the student has attended or graduated, the student should contact Prometric (formerly ETS).

#### **Use the following information to request transcripts from Prometric:**

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Prometric  
DoDDS Program  
1260 Energy Lane  
St. Paul, Minnesota 55108

Customer Service Representatives:  
Telephone: (651) 603-3012 and (877) 471-9860  
Fax: (651) 603-3008

#### **Requests may be mailed or faxed to Prometric and should include the following information:**

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- Full name under which enrolled at time of attendance
- Social Security Number
- Date of Birth
- Name of school and year of graduation or last date of attendanc
- A daytime telephone number
- Address transcript/record should be mailed to
- The requestor must sign the request letter because of the Privacy Act

Transcript requests may also be faxed to Prometric: (651) 603-3008.

If it takes more than 10-12 working days to receive a transcript, the requestor may call DoDEA Records Center at (706) 545-4785 to inquire into the status of a request.

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#### **Student Graduated or Attended A Recently Closed School**

To obtain a transcript from a school, which has recently closed, please contact the Area Office listed below for the area where the school was formally located.

##### **Pacific Area**

Department of Defense Dependents Schools, Pacific  
ATTN: Transcript Request  
UNIT 35007  
FPO AP 96373-5007

Telephone: 011-81-611-745-2241/2340  
Facsimile: 011-81-98-876-4263

##### **European Area**

Department of Defense Dependents Schools, Europe  
ATTN: Transcript Request  
UNIT 29649  
APO AE 09002

Telephone: 011 49 611 380 7605  
Facsimile: 011 49 611 380 7353

##### **Panama Area Procedures**

Domestic Schools:  
Fort McClellan School District

Contact: DoDEA Records Center

Attn: Transcripts  
7441 Custer Rd. Bldg 2670  
Ft. Benning, GA 31905

Phone: (706)545-4785  
Fax: (706)545-1239  
DSN Voice 835-4785  
DSN Fax: 835-1239

Requests may be mailed or faxed to the appropriate office and should include the following information:

- Full name under which enrolled at time of attendance
- social security number (if applicable)
- Date of Birth
- Name of school and year of graduation or last date of attendance
- A daytime telephone number
- Address transcript/record should be mailed to
- The requestor must sign the request letter because of the Privacy Act

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### **DoDDS Panama Schools Student Records/Transcript Request Procedures**

Student Records All requests for student records should be directed to the DoDEA Records Center. The address is:

DoDEA Records Center  
Attention: Transcripts  
7441 Custer Rd. Bldg 2670  
Ft. Benning, GA 31905  
Phone: (706) 545-4785 Fax: (706) 545-1239  
DSN Voice: 835-4785 DSN Fax: 835-1239  
Email: [transcripts@am.dodea.edu](mailto:transcripts@am.dodea.edu)

Requests may be mailed or faxed to the DoDEA Records Center and should include the following information:

- Full name under which enrolled at the time of attendance
- Social Security Number
- Date of Birth
- Name of school and year of graduation or last date of attendance
- A daytime telephone number
- Address student record should be mailed to
- The requestor must sign the request letter because of the Privacy Act

Note: REQUEST ALL PANAMA CANAL STUDENT RECORDS/TRANSCRIPTS FROM THE DODEA RECORDS CENTER, Fort Benning, Georgia.

If it takes more than 10-12 working days to receive a student record, the requestor may call DoDEA Records Center at 706-545-4785 or DSN 835-4785 to inquire into the status of a request.

REQUESTS CAN BE FAXED TO (706) 545-1239 OR DSN 835-1239

Requests may be mailed or faxed to DoDEA Records Center and should include the following information:

- Full name and/or maiden name under which enrolled at the time of attendance
- Social Security Number
- Date of Birth
- Name of school and year of graduation or last date of attendanc
- A daytime telephone number
- Address transcript should be mailed to
- The requestor must sign the request letter because of the Privacy Act

If it takes more than 10-12 working days to receive a transcript, the requestor may call (706)545-4785 to inquire into the status of a request.

All requests for transcripts for students who attended the secondary schools in DoDDS Panama, previous to 1991, should be directed to the DoDEA Records Center. This includes all former Canal Zone secondary schools. The address is:

DoDEA Records Center

Attention: Transcripts  
7441 Custer Rd. Bldg 267  
Ft. Benning, GA 31905  
Phone: (706) 545-4785 Fax: (706) 545-1239  
DSN Voice: 835-4785 DSN Fax: 835-1239  
Email: [transcripts@am.dodea.edu](mailto:transcripts@am.dodea.edu)

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### **Panama Canal College**

All requests for Panama Canal College student records/transcripts, verification of financial aid, GED, and course descriptions, should be directed to the DoDEA Record Center. The address is:

DoDEA Records Center  
Attention: Transcripts  
7441 Custer Rd. Bldg 2670  
Ft. Benning, GA 31905  
Phone: (706) 545-4785 Fax: (706) 545-1239  
DSN Voice: 835-4785 DSN Fax: 835-1239  
Email: [transcripts@am.dodea.edu](mailto:transcripts@am.dodea.edu)

Requests may be mailed or faxed to the DoDEA Records Center and should include the following information:

- Full name and/or maiden name under which enrolled at the time of attendance
- Social Security Number
- Date of Birth
- Name of school and year of graduation or last date of attendanc
- A daytime telephone number
- Address transcript should be mailed to
- The requestor must sign the request letter because of the Privacy Act

If it takes more than 10-12 working days to receive a transcript, student record, verification of financial aid or GED, the requestor may call the DoDEA Records Center at 706-545-4785 or DSN: 835-4785 to inquire into the status of a request.

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### **Graduation Verification for Potential Employers and Recruiters**

Potential employers and recruiters may contact the DoDEA Records Center to obtain a graduation verification letter. A valid release signed by the former DoDEA student must be obtained before any verification letter will be granted.

DoDEA Records Center  
Attn: Transcripts  
7441 Custer Rd. Bldg 2670  
Ft. Benning, Georgia 31905  
Phone: (706) 545-4785 DSN: 835-4785  
Fax: (706) 545-1239 DSN: 835-1239

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