How to request Transcripts from the DoDEA Student Records Center

Request Forms may be emailed or mailed and should include the following information:

- Full Name Under Which Enrolled At Time of Attendance
- Date of Birth
- The Name of School, Country And Year of Graduation or Last Date of Attendance
- An Email Address
- A Daytime Telephone Number
- Signature. The Student (Or Guardian) Must Sign the Request In Accordance With The Privacy Act Prior to Information Release.

Email: transcripts@dodea.edu
Phone Number: (571) 372-1886

Mailing Address:
DoDEA Headquarters
Attention: Transcripts
4800 Mark Center Drive
Alexandria, VA 22350-1400

Students Requesting Apostilles for Continued Education Abroad

Requests must include:

- A Copy of the High School Diploma
- A Final Transcript (Reflecting Date Of Graduation)
Email: transcripts@dodea.edu
Phone Number: (571) 372-1886

Mailing Address:
DoDEA Headquarters
Attention: Transcripts
4800 Mark Center Drive
Alexandria, VA 22350-1400

Transcript and Records Request Procedures

Graduates and Former Students of DoDEA High Schools may request Transcripts by contacting the DoDEA Records Center which currently maintains High School Transcripts and Master Class Lists dependent upon the Student's graduation date or last date of attendance. The DoDEA Records Center can verify and provide information for Graduates and Former Students in the following categories:

1. Students Who Graduated or Formerly Attended High School From 1960 to Present
2. Students Who Graduated or Formerly Attended a Recently Closed DoDEA High School
3. Students Who Graduated or Attended a DoDEA Panama School (This Includes Former Secondary Canal Zone Schools)
4. Students Who Graduated and Plan to Continue Education Abroad (Apostille)
5. Panama Canal College Requests / Course Catalogues
6. Graduation Verification for Potential Employers and Recruiters

Current Students

Students or Parents of Students currently attending a DoDEA High School should request transcripts directly from the school of attendance. Students or Parents of Students transitioning to a Non-DoDEA school should also request their student records from their last school of attendance. Please locate the school's contact information on our website by clicking the down arrow on the "FIND YOUR SCHOOL" link in the upper right hand corner of the website.

Elementary and Middle School Records

All Elementary and Middle School Records are maintained by the Schools. Please contact the School directly for Student Records. Records for Recently Closed Schools can be requested from the Regional Office where the School was formerly located. Elementary/Middle School records are only maintained for five years after
withdrawn and are then destroyed IAW the Office of the Secretary of Defense (OSD) Records Disposition Schedule.