



## DoDEA Student Records Request

Records for current or recent students can be requested by submitting the DoDEA Student Records Request directly to the DoDEA school. Locate your school's contact information at [www.dodea.edu/schools.cfm](http://www.dodea.edu/schools.cfm).

Section 1 Student Information			
Last Name	First Name	Middle Name	
DoDEA School Name		Current/Last Grade Attended	Date of Birth

Section 2 Requestor Information		
Last Name	First Name	Relationship to Student
Email Address		Phone Number

Section 3 Records Requested
Records to be Released (ex. Transcript, 504): _____

Section 4 Send Records to:	
Select desired delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Mail	Date records should be sent
Name	Mailing Address
Email Address	

Section 5 Signature	
<i>Pursuant to the Privacy Act of 1974 (5 U.S.C. § 552a) I authorize DoDEA to release the records requested above. The request must be signed by the parent/sponsor if the student is under the age of 18 or by the student if 18 years of age or older.</i>	
<b>Entering your name below constitutes a legally binding electronic signature that confirms all information provided is complete and accurate to the best of your knowledge.</b>	
Print Name/Signature	Date