

## **Important DoDDS Transcript Availability Message**

As of November 17, 2014, Prometric will no longer provide high school transcript services for Department of Defense Dependents Schools (DoDDS). All records have been transferred to the Department of Defense Education Activity (DoDEA) Records Center to undergo a digitization process.

Please send all signed transcript requests to the DoDEA Records Center for processing. The address is:

DoDEA Records Center  
Attention: Transcripts  
7441 Custer Road, Bldg. 2670  
Ft. Benning, GA 31905

Phone: (706)545-4785

Fax: (706)545-1239

Email: [transcripts@am.dodea.edu](mailto:transcripts@am.dodea.edu)

Website: <http://www.dodea.edu/students/transcripts.cfm>

**DEPT OF DEFENSE DEPENDENT SCHOOLS  
DODDS – TRANSCRIPT REQUEST FORM**

Prometric receives and maintains the high school records for military dependents attending school overseas. These records are sent to our DANTES' office five years after attendance. DODDS maintain their own records for four years. During the fifth year, the records go to the DODDS regional office. After the fifth year, these records are sent to the DANTES Program at Prometric.

If it is less than five years, contact one of these regional offices:

DODDS EUROPE REGION ATTN: TRANSCRIPT REQUEST UNIT 29649 APO AE 09096	DODDS PACIFIC REGION ATTN: TRANSCRIPT REQUEST UNIT 35007 FPO AE 96373-5007
PHONE: 011-49-611380-7614 FAX: 011-49-611380-7565	PHONE: 011-81-611-745-2241/2340 FAX: 011-81-988-764-263

If it has been more than five years, complete the required information below:

**Email: [pni-Dantes@prometric.com](mailto:pni-Dantes@prometric.com) Phone Number for Transcript Inquiries: 1-877-471-9860**

MAIL TO: PROMETRIC, ATTN: DANTES-DODDS, 7941 CORPORATE DRIVE, NOTTINGHAM, MD 21236

Fax to: 651-603-3008

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Your Current Name (PLEASE PRINT)

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Your Signature

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Your Current Address

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Telephone Number

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Your Name While Attending the School

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Name of School(s) Attended

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Date of Birth

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Year of Departure

or

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Year of Graduation

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Name and Address to Send Your Transcript

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\*Currently, there is no charge for DODDS transcripts  
ALLOW 10-14 BUSINESS DAYS FOR PROCESSING