



DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY (DODEA)  
DISTRICT SUPERINTENDENT OFFICE, GUAM  
200 HALSEY DRIVE  
ASAN, GUAM 96910

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: Request for School Records (Including Confidential Files & Testing Data)

Official Transcript / Cumulative Folder / Health Records / Testing Data / Special Education Records

Dear Educator:

1. The following student(s)

\_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

have recently enrolled in our school, which is located in Guam.

2. Please forward all appropriate school records to the address below:

DDESS GUAM HIGH SCHOOL  
200 Halsey Drive  
Asan, Guam 96910  
Tel: (671) 349-5410 Fax: (671) 349-5374

\_\_\_\_\_  
Dr. Rita G. Williams, Principal

.....  
I hereby consent to the \_\_\_\_\_ releasing the Official School  
Records (s) of my child/ren, name above, to the overseas Dependent School who's address appears  
above.

\_\_\_\_\_  
Signature of Parent / Guardian

