

TRANSCRIPT REQUEST: Respond Right EMS Academy
7491 Mexico Rd
St. Peters, MO 63376
info@respondright.com



Transcript Fee: \$12 per Transcript
Note: Your transcript will NOT be released if you owe money.

Student's Full Name and Address

Last	First	M/I	Student ID/SSN	
Address		Apt.	City	State ZIP
Date of Birth	Male/Female	Ethnic Origin	Phone Number	

Name and mailing address where transcripts are to be sent.
PLEASE PRINT CLEARLY

Name: _____
Address: _____
City, State Zip _____
Phone number: _____
Fax number: _____

PLEASE COMPLETE THE FOLLOWING

Graduation Date _____ Program Completed: EMT-Basic { } A & P { } Paramedic { }
Are you currently attending Respond Right? Yes { } No { } Dates of Attendance _____
Did you attend Respond Right under another name? No { } Yes { } (list names) _____

TRANSCRIPT SHOULD BE SENT:

- { } Now even though current semester grades will not appear.
- { } Send after current semester grades are posted to record.

Student's Signature _____ Date _____

Transcript Fees: \$12.00 each

Please allow 5 working days to process plus additional time for mailing.
Transcripts from other institutions are not available for distribution by Respond Right.

BUSINESS OFFICE USE ONLY	REGISTRAR'S OFFICE USE ONLY
<input type="radio"/> Account Balance: _____ Amount Due: _____ Amount Paid: _____	Date Transcript(s) Sent: _____

To pay by credit card, visit our website and 'MAKE A PAYMENT' or purchase a 'TRANSCRIPT' in our web store. You must send this form in with your payment.
ALL TRANSCRIPTS ARE MAILED VIA USPS MAIL