



**\*DO NOT START UNTIL WITHIN ONE WEEK OF DEPARTURE. RETURN TO SA@NPS.EDU 1-2 DAYS PRIOR TO DEPARTURE\***

### NPS Student Check Out

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Check Out Date: \_\_\_\_\_

Military Branch:                      USN                      USA                      USAF                      USCG                      USMC

<b>Admin Check Out</b>			USN: FitReps/ Transfer Pkg Pickup	<a href="#">USN</a>	<a href="#">USA-USAF-USMC-USCG</a>
<a href="#">Command Security</a> All US Military/CIV	<input type="checkbox"/>	<a href="#">Command Fitness</a> USN	<input type="checkbox"/>	<a href="#">Urinalysis</a> All US Military	<input type="checkbox"/>
<a href="#">Medical/Dental</a> All US Military	<input type="checkbox"/>	<a href="#">Motorcycle Rider?</a> Check out of ESAMS	<input type="checkbox"/>	<a href="#">Travel Office</a> (DTS)/APC All US Military	<input type="checkbox"/>

Contact as Applicable:

[Service Lead Check Out](#)

NWC - Did you take JPME?  
Call 831.656.2118 to clear your account

[Check out with your Ed Tech](#)

[Registrars Office](#)  
Checkout must be done in Python

[Dudley Knox Library](#)  
Email to clear your account

**\*\*LAST STEP\*\***  
**Attach this completed sheet and [email SA@nps.edu](mailto:SA@nps.edu)**  
This will officially check you out of Student Services

#### Quick Reminders

- Your network username and email account will remain active for **90 days after your Estimated Departure Date**. If you applied for an Extension, that will push that date out further.
  - If you require additional time, submit your request through the ITAC office via [accounts@nps.edu](mailto:accounts@nps.edu)
- USN - Make sure you plan in advance to pick up your final FitRep and get your transfer package.
- Contact [SA@nps.edu](mailto:SA@nps.edu) with any additional questions.
- Additional resources – Pre-Grad Check Out brief and forms are found [HERE](#).