

Attention Class of 2019 graduating seniors!

Your Google Apps for Education account made by the school district will be closed and removed starting on June 15th.

Please be very aware of this date and what you need to do if you wish to save any email, documents, or other work you may have saved in your Google Apps for Education account. If you are using your school account to communicate with colleges or other institutions, be sure to let them know another email address ahead of time, so you don't lose important communications. Be proactive by ensuring that college offices and other post high school entities have your permanent personal email account.

You can choose to transfer all or some of your school account via one of two methods:

1. Use the account transfer option to move content from your school account to your personal Gmail account. <https://takeout.google.com/transfer>
2. Use the account export option to save the entire contents of your Google Apps account, or just the parts of your account that you want to keep. Exports are contained in an archive file that you can open and work with. <https://takeout.google.com/settings/takeout>

Any work that you do not choose to save will be irrevocably lost after June 15th. We cannot make exceptions to this, and we cannot retrieve any accounts or work after this date. It is solely your responsibility to determine if you wish to keep any work from your school account, and to export it before June 15th.

We recommend you use this on or near the last day of classwork. You may instead choose to manually export individual documents from your Drive, if you wish. However, do NOT use the Google share documents feature with your personal account as the shared link will no longer work after June 15th.

Highland Technology Department