

Your School Account → Your Stuff → Take It With You

Student Google Drive Files cannot be recovered after Graduation or after a student leaves the district. Please be sure to transfer or download your Drive files before graduation or they will be lost forever.

School G Suite accounts are closed when students are no longer enrolled. This means that when you who transfer or graduate you will no longer have access to your files and resources in G Suite unless you take them with you. This process **must** be completed before graduation or leaving Peninsula Catholic High School.

You should either “Transfer content” or “Download data” before leaving.

Option 1 - Transfer your content from Drive and Gmail



Copy and transfer your emails and Google Drive files to a personal Google Account.

a. Visit this site: <https://takeout.google.com/transfer>

If you need help, click on the Help Icon  near the top right of the screen.

b. Follow the onscreen instructions to copy and transfer your school stuff to a personal Google account.

Get More Help: [Copy content from your school account to another account](#)

Option 2 - Download your data from all G Suite products



Create an archive with a copy of your data from your school Google resources.

a. Visit this site: <https://takeout.google.com/settings/takeout>

If you need help, click on the Help Icon  near the top right of the screen.

b. Follow the onscreen instructions to create an archive of your data.

Get Help: [Download your data](#)