

To initiate a transfer of your district Google resources to a personal Google account, visit:

<https://takeout.google.com/transfer>

← Transfer your content

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



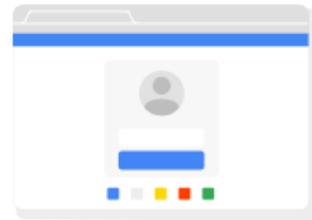
1. Enter a destination account

Enter the Google Account that will receive your transferred content. [Learn more](#)

Enter an email address

Don't have a Google Account? [Create account](#)

SEND CODE



2. Verify your destination account

3. Select content to copy and transfer

1. Enter the email address of the Google Account where you want to copy your content.
2. Select Get code.
3. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select Get confirmation code. A new tab will open with a code.
4. On your school account, go back to the "Transfer your content" page. Enter the code, then choose Verify.
5. Choose the content you'd like to copy, then select Start transfer.

Details about the copy process

- The copy process usually happens within a few hours, but it can take up to a week.
- Copied files might appear in batches on your Google Account during the copy process.
- When your files are finished copying, you'll get an email at your Gmail address.

What you can copy

You can copy and transfer these kinds of files from your school account to another Google Account:

- Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)
- Documents in [My Drive](#)

The original files stay in your school account. Any changes you make to the copied files don't affect the originals.

Warning: Student Google data is removed 120 days after student separation with the district.

To initiate a takeout of your district Google resources to a personal Google account, visit:

<https://takeout.google.com>

← Google Takeout

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

1 Select data to include

Products Deselect all

 **Android Device Configuration Service**
Android device attributes, performance data, software versions, and account identifiers. [More info](#)

 HTML format

 **Arts & Culture**
Favorites and galleries you've created on Google Arts & Culture.

 Multiple formats

Step 1: Select data to include in your download archive

1. At that page you'll find the Google products that have your data are automatically selected.
 - If you don't want to download data from a product, uncheck the box beside it.
 - If you only want to download some of your data from a product, you may have the option to select a button like  All data included. Then, you can uncheck the box next to data you don't want to include.
2. Select Next step.

Important: The file may not include changes made to your data between when you request a download and when your archive is created. [Learn more about what may not be included.](#)

Step 2: Customize your archive format

You can choose between multiple delivery methods. Select the one that best suits your needs.

Archive size

Choose the maximum size archive you want to create. If the data you're downloading is larger than this size, multiple archives will be created.

Step 3: Get your Google data archive

When your archive is created by using one of these options, we'll email you a link to its location. Depending on the amount of information in your account, this process could take from a few minutes to a few days. Most people get the link to their archive the same day that they request it.

Warning: Student Google data is removed 120 days after student separation with the district.