



Backup Before You Pack Up

Save your work with Google Takeout

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



Seniors, you've worked hard to get to graduation and much of that work is housed in your Google Apps account. If you'd like to take your work with you, Google Takeout is a great way to do this!

Students only have access to their Salem-Keizer Public Schools Google accounts while actively enrolled in a SKPS school. Google Takeout allows you to keep data from the products you use, like your email, calendar and photos. In a few easy steps, create an archive to download and keep for your records or transfer the data in another Google account.

Students who are leaving the district or graduating should download and move files from their *@salemkeizer.org* accounts before access is disabled. For students transferring to another district, this process should be completed prior to their last day as an SKPS student. For graduating seniors, this process must be completed by the last day of school. This process may take several days if there are many large files. Please plan accordingly.