

Dear graduating senior,

As you prepare to leave Caroline County Public Schools you may want to consider taking your school data, stored in G Suite for Education, with you. Your ccpsstudent.org account will remain active for use with prospective employers and colleges until the middle of [August 2017](#). We have enabled the option that lets you transfer your data from your ccpsstudent.org account to a regular (free) Gmail account that you can create to hold the transferred information.

What you can copy

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

- Email in [Gmail](#) (not contacts, chats, or tasks)
- 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.

For more information and instructions / videos please visit:

<https://support.google.com/accounts/answer/6386856>