

Dear Graduating Seniors and Parents,

We want to make sure that you leave NMUSD with all of your digital files. Depending on how long you have been in the district, you may have created many Google docs, slides, sheets, and saved videos, images and other files to your NMUSD Google Drive account. We have enabled Google Takeout, a service that Google provides that allows you to easily transfer your NMUSD Google drive files to your own personal Gmail account/Google Drive account. If you do not have a personal email, you can make one [here](#). You can also create a personal [Google Drive account](#) with any personal email, it does not have to be Gmail.

Action Items:

1. Be sure you have a personal Gmail/email to transfer Google Drive Files to
2. Follow steps on this [document](#)
3. Be sure to do this prior to July 30, 2021

Files can also be saved to a flash drive.

Graduating students will have until July 30th to transfer their data; after that, **their NMUSD Google Drive accounts will be deleted.**

--NHHS Administration.