

Google Processes: Graduating Seniors

Updated April 2025

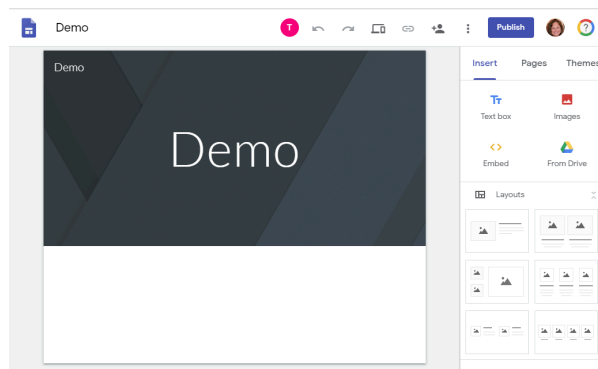
Google Account and Gmail

- After graduation, your Google account will be switched from the “k12.leanderisd.org” sub-domain to the “alum.leanderisd.org” sub-domain. The new username will be firstname.lastnameXX@alum.leanderisd.org (XX = last two digits of your student ID).
- Password will be the same password you use when you graduate.
- This account will not allow you to create new content, and it will not allow you to email.
- This account will exist for one year.

Google Drive

- All of your documents in Drive will be transferred to the alum.leanderisd.org sub-domain. To retain copies of your district files follow these steps:
 - Click on your Google Account icon, click **manage your Google Account**, click **transfer content**. You may want to create a brand new personal Google account for this process.

Google Sites



Google Sites does not allow ownership to be transferred outside of the leanderisd.org domain. However, you can retain a copy.

- Students will no longer have access to sites they created or were shared with them

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- To retain a **Google Site** that was created with your district account, follow these steps:
 - **Add your personal Gmail account** as an editor of the site
 - **From your personal account**, open the site.
 - Click the **3 dots** and select **Make a copy**
 - Choose the name of the site and location (Drive folder)
 - Click on **Okay**
 - You will receive an email when the site has been duplicated.