

I am graduating or leaving the TDSB. How do I backup my Google content?

When a student graduates or leaves the TDSB, they will have limited access to their account for a period of 6 months. After 6 months, the student account will be deactivated.

Students will continue to have access to the following for 6 months after they leave:

- Google Docs, and all files on their Google Drive.
- Gmail, and the ability to send/receive emails to their **@student.tdsb.on.ca** account.
- Microsoft 365, including Word, Excel, and PowerPoint, and all files on their OneDrive

Note: Students will lose access to TDSB-Wi-Fi, School resources or shares, Brightspace, and any other service that requires them to log in with their TDSB account.

Removing TDSB account from devices

If students have signed into their TDSB account on their personal phone or iOS device, they should remove it before their account is deactivated:

- [Add or remove an account on Android](#)
- [Use your Google Account on your iPhone or iPad](#)

Changing email address

If students used their TDSB email address for college/work/personal correspondence or for accessing/logging into any 3rd party services or accounts, they must update or inform those contacts and accounts prior to losing access to their TDSB account.

Consider turning on Gmail out of office or vacation reply to inform senders of the new email address:

- [Out of office or vacation reply](#)

Backing up your data



Toronto District School Board

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Before leaving the TDSB, students should follow these instructions to transfer/move their data to a personal Google account, or to download a copy of their files:

- [TDSB Google Takeout/Transfer Instructions](#)