

Post High School Checklist

This is a list of things your student should do before he/she graduates

Google Account and Gmail

- Shortly after graduation (usually around July), your school 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).
- The Password will be the same password you use when you graduate.
- Your Google account for alumni will remain active for one year upon graduation.
- The alum account allows you access files you created, but you will not be able to create new docs, slides, etc.

Google Drive

- All of your documents in Drive will be transferred to the alum.leanderisd.org sub-domain. This account will be active for one year. To retain copies of your district files follow these steps:
 - [download files/folders to personal computer](#)

Google Sites

Google Sites do not allow ownership to be transferred outside of the leanderisd.org domain. However, students can make a copy to a personal gmail account if they wish.

- 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 **OK**.

If you have any questions, please reach out to the ITS Help Desk at (512) 570-0566.

Transcripts and Other Records

Vista Ridge High School CEEB Code: 441176

Requesting Test Scores

ACT - Available through **ACT Website**

SAT - Available through **College Board Website**

AP Scores - Available through **College Board Website**

TSI - Request your **TSI scores** from **Accuplacer**

Requesting Transcripts

High School - Available through **Parchment**

ACC - Available through **ACC**

Requesting Immunization Records

If you need a copy of your immunization records send an email to student.records@leanderisd.org

Please include the following in your email:

Student's Name

DOB

Student ID Number

Last School Attended

Photo ID of person requesting (parent if student is 17 yrs or less)