



In preparation for graduation, I wanted to let you know what to expect when turning in your iPad and what will happen with your student ID/g-Suite/mail account.

### **EMAIL / g-SUITE (Google Docs, Canvas, etc.)**

Both your school email and g-suite accounts (along with the applications associated with them) will remain active through July 31. I recommend creating a personal Google account, if you don't already have one to facilitate the transfer of data.

Follow the information found here: <https://tinyurl.com/y28dvxsv>

### **iPAD DATA**

If you have photos or files on your iPad that you want to save, the easiest method is to save them to a personal Google Drive account. To save to a personal Google Drive

1. Launch the Google Drive app from your iPad
2. Sign in with your personal Google account (not ending with dogschools.org)
3. Tap the FILES icon
4. Tap the + ADD icon.
5. Tap Upload.
6. Find and tap the files you want to upload.
7. Tap UPLOAD

### **TURNING IN YOUR iPAD**

**\*\*\* DO NOT RESET YOUR iPAD\*\*\***

1. If you have damage to your iPad, get it repaired NOW. Do not turn it in damaged.
2. If desired, follow the instructions for saving photos, files and email.
3. Make sure that your iPad has at least 50% battery charge before you turn it in.
4. If you have a personal AppleID signed into your iPad, sign out of that ID.
5. Fill out the form at the bottom of this page completely.
6. Bring your iPad, lighting wire and charging brick when you are ready to turn it in.

During the turn in process, we will:

- Verify that no AppleID is signed into the device.
- Inspect for physical damage. If there is damage, you may be billed.
- The device will be wiped and reset.

To save time and expedite the process, please print and fill out the form below and bring it with you when you turn in your iPad

One the form below, please fill out your NAME, PASSCODE and APPLEID information (IF YOU USED A PERSONAL APPLE ID)

**\*\*\* DO NOT RESET YOUR iPAD \*\*\***

**NAME:**

**PASSCODE:**

**APPLE ID:**

**APPLE ID PASSWORD:**

DO NOT COMPLETE BELOW ITEMS. THESE WILL BE FILLED OUT ON CHECK-IN

APPLE ID CLEARED

DEVICE RESET

USER DEL.

DEVICE DEL

DAMAGE / NOTES

NAME (Last, First):

MODEL