

## Request to Transfer Ownership of Google Docs

The information on this form will be used to transfer ownership of Google Docs from one user to another. Typically, this would be requested when a New School Google Apps account user is leaving the University and all Google Docs owned by that account should be transferred to another individual. PLEASE NOTE: This request needs to be made PRIOR TO GOOGLE ACCOUNT DELETION.

This request is for the transfer of Google Docs ONLY. For more information on what happens to other Google content when an account is deleted and for options to preserve it, please review [URL]. For further assistance, please contact the University Help Desk at x2828.

After completing the form, please email the scanned application to [helpdesk@newschool.edu](mailto:helpdesk@newschool.edu), with the subject "Request to Transfer Ownership of Google Docs."

Once your request has been completed, the University Help Desk will contact you.

### Transfer From/To Account Information

<b>Account to transfer Google Docs FROM (First Last):</b>	<b>NetID:</b>
<b>Department:</b>	<b>Title:</b>
<b>Account to transfer Google Docs TO (First Last):</b>	<b>NetID:</b>
<b>Department:</b>	<b>Title:</b>

### Supervisor/Manager Authorization and Approval

<b>Supervisor's Name (First Last):</b>	<b>NetID:</b>	<b>Phone ext.:</b>
<b>Department:</b>	<b>Title:</b>	
<b>Supervisor's Signature:</b>	<b>Date:</b>	

### *For Internal Use Only*

<b>Approved by IT Management (initials SR):</b>	<b>Approved Date:</b>
<b>Account Transfer Date:</b>	<b>Requestor notified:</b>