



HAUPPAUGE HIGH SCHOOL COUNSELING DEPARTMENT



Senior Exit Information

Final High School Transcripts - The Counseling Center will process final transcripts in the week following graduation. Your final transcript will automatically be sent to the College/University you are listed as attending in your Naviance Account.

College/University Transcripts - If you have taken college credit courses during high school and wish to transfer the credits into your college of attendance, you will need to request a transcript directly from the college that offered the course. College credit transcripts are not housed in the High School and cannot be sent from the Counseling Center. Hauppauge offers college credit courses through multiple universities. Please see the specific information below to request any relevant transcripts.

Syracuse University Project Advance (College Calculus, College Psychology, College Sociology)

Please note, Syracuse courses offered in High School are through Syracuse University Project Advance (SUPA), which has a separate transcript request process. Visit this website for information about how to order your transcript:

<http://supa.syr.edu/transcripts/>

Suffolk Community College (College Freshman English)

Visit this website for information about how to order your transcript:

<https://www.sunysuffolk.edu/current-students/registrar/official-transcript.jsp>

Farmingdale State College (College Sports Marketing, College Marketing, College Business Law, College E-Commerce)

Visit this website for information about how to order your transcript:

<https://www.farmingdale.edu/registrar/transcripts.shtml>

SUNY Albany (College Science Research)

Visit this website for information about how to order your transcript:

<https://www.albany.edu/registrar/ordering-transcripts.php>

AP Exam Scores - If you listed your college/university on your AP exam answer sheet, your score report will automatically be sent to your college once scores become available in July. If you did not, you can visit the website below to send your scores.

<https://apscore.collegeboard.org/scores/>

IB Exam Scores - If you provided your college/university information to IB, your score report will automatically be sent to your college once scores become available in July. If you did not, you can visit the website below to send your scores.

https://rrs.ibo.org/replacement_orders/index.cfm

Hauppauge Google Takeout Guide

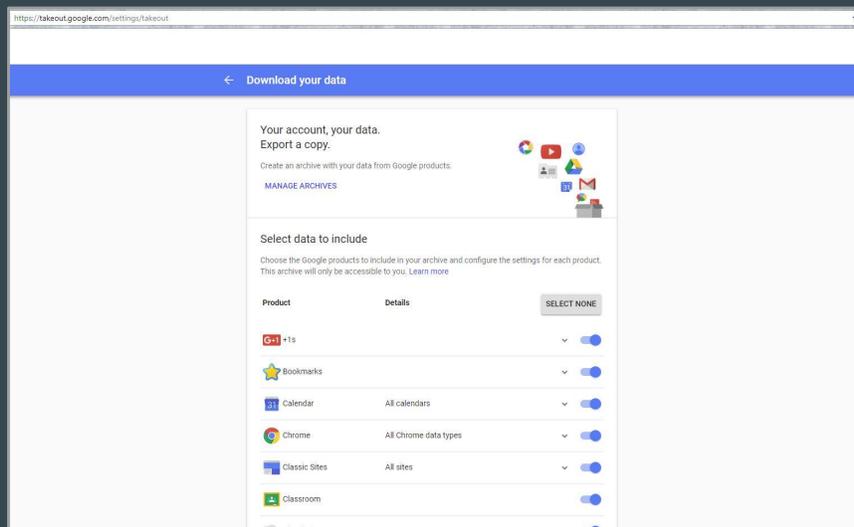


What is Google Takeout?

Accessible from <https://takeout.google.com>, Google Takeout allows you to take all of your work and data with you as you leave school. This guide will instruct you step-by-step on how to use this service. To begin please navigate to the link, and sign in with your Hauppauge account.

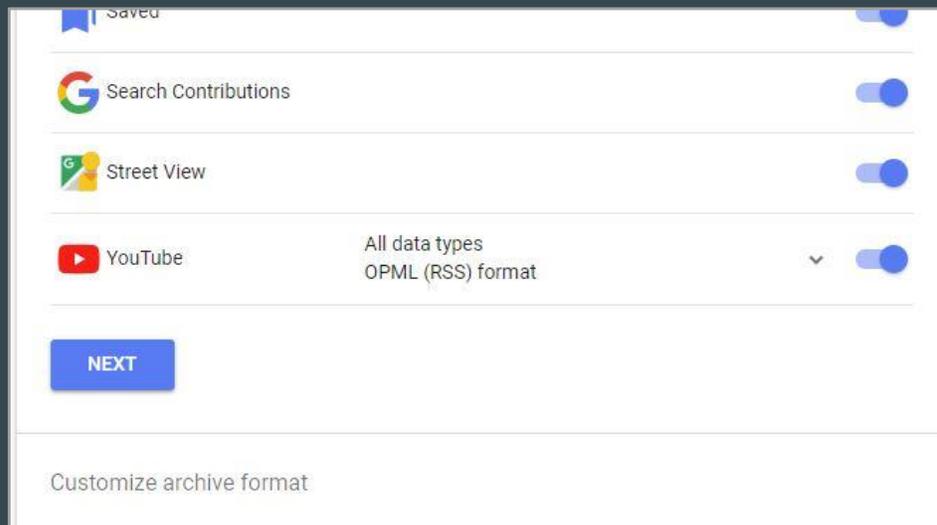
Select Data to Include

On the main screen you can select which data you would like to export. By default all data will be exported, but to leave out an option simply click the blue slider next to it until it turns grey.



Next

Once you have decided which data to keep, scroll all the way down and select "NEXT."



Customize Archive Format

This screen will allow you to change the format of the data you are downloading. It is recommended that you **do not change the “File type” or “Archive size” settings.**

“Delivery method” gives you several options of where to put the data, but it is highly recommended that you **select “Add to Drive,”** as this will make the export process easier.

Customize archive format

Choose your archive's file type and whether you want to download it or save it in the cloud.

File type

.zip ▾

Zip files can be opened on almost any computer.

Archive size (max)

2GB ▾

Archives larger than this size will be split into multiple files.

Delivery method

Send download link via email ▾

After we finish creating your archive, we'll email a link so you can have one week to retrieve your archive.

[CREATE ARCHIVE](#)

Delivery method

Send download link via email

Add to Drive

Add to Dropbox

Add to OneDrive

Add to Box

Preparing Your Archive

Takeout will now prepare your archive, which can take several minutes (more files mean a longer wait time). **Even though it may seem like no progress is being made, it is loading.**

Almost there...

We're preparing your archive.

It may take some time to complete your archive. Don't worry, we'll email you when it's ready.

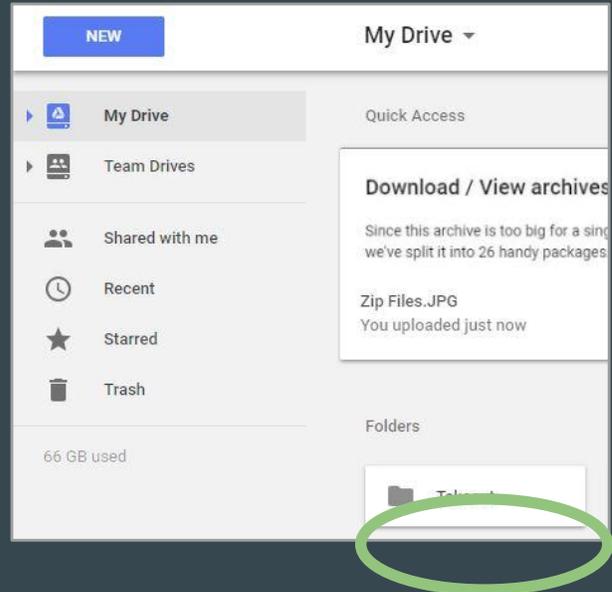
Archive	Created on	Available until	Details
An archive of 37 products is currently being prepared			CANCEL
0% complete - Data collected: less than 1 MB			

[CREATE ANOTHER ARCHIVE](#) [MANAGE ARCHIVES](#)

Google Drive

If you chose to export your data to Drive, visit <https://drive.google.com> to retrieve it. There will be a new folder called “Takeout” that was created by the program, and this will contain all of your files.

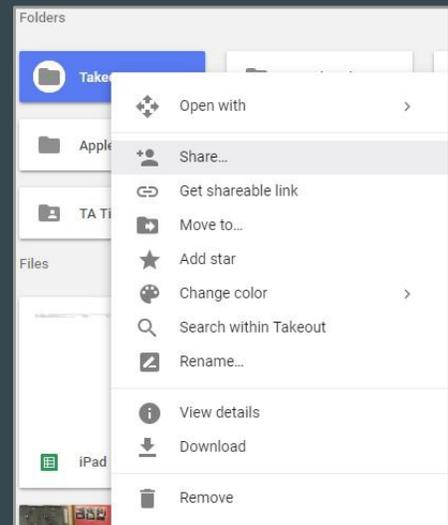
Please note that these files are bundled together and compressed into folders, and therefore will not look as you are used to seeing them. Instead they will look something like this:



Taking Out Takeout

To export your data to a personal account simply right-click on the new folder named “Takeout,” and select the “Share” option. From there you can send it to whichever Google account you may choose.

Please note that while you can add a personal account as an “editor” of your files, unfortunately you cannot make it the “owner.” When you access the files through your personal account you can make copies of them, which you will then own.



Technical Questions?

Please send an email to IT support with any questions.

- seniortakeout@hauppauge.k12.ny.us