



This form is for new Granville Christian Academy (GCA) families. The following information is required to include your student(s) in the Secure Student Pickup system. Each GCA Family is issued two Secure Student Pickup cards for picking students up from school. If your family requires additional cards, please contact the school receptionist for arrangements. There is a fee of \$5.00 for each additional card, as well as for replacing lost, stolen, or damaged cards.

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Student Name

Grade Entering

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Student Name

Grade Entering

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Student Name

Grade Entering

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Student Name

Grade Entering

If your student(s) will ride a bus, please specify the bus district here: \_\_\_\_\_

### Pick-Up Person One Information

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary Vehicle Make: \_\_\_\_\_

Primary Vehicle Color: \_\_\_\_\_

Secondary Vehicle Make: \_\_\_\_\_

Secondary Vehicle Color: \_\_\_\_\_

Would you like text notification when student is picked up/put on the bus?    \_\_\_ yes    \_\_\_ no

### Pick-Up Person Two Information

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary Vehicle Make: \_\_\_\_\_

Primary Vehicle Color: \_\_\_\_\_

Secondary Vehicle Make: \_\_\_\_\_

Secondary Vehicle Color: \_\_\_\_\_

Would you like text notification when student is picked up/put on the bus?    \_\_\_ yes    \_\_\_ no

Granville Christian Academy has implemented a Safety and Security Committee to address issues specific to the safety and security of the students and staff. It was their recommendation that the end-of-the-day student pickup be completed through a Secure Student Pickup website. To use your Secure Student Pickup parent account:

1) Log in to the Secure Student Pickup website ([www.securestudentpickup.com](http://www.securestudentpickup.com)) using the same username and passwords as last school year. If you have forgotten your login credentials, please use the link on the website to recover your password. Your username is always your card number and cannot be changed. Please do not wait until the night before school begins to update your student transportation schedule. The first day of school is already busy and we would like to minimize any confusion with end-of-the-day release.

If you are a new family/student, please plan on picking your Secure Student Pickup cards up at New Family Orientation or the Back-To-School Kick-Off Event. Your online account will be created for you. Your username will be the account number on the card. Take time to familiarize yourself with the account.

2) Verify your student(s) transportation arrangements by clicking “Select” next to the student’s name. We recommend using the “Update Date Range” option to update the entire school year at once for convenience.

3) Use the “Texting” tab to input a text phone number if you wish to receive a text when your child is picked up or put on the bus. You should also include your child’s cell/text number if you would like them to receive a text should you make a last minute change to their transportation schedule.

4) Please add the following into your phone contact list to avoid spam filters: texts will come from (740) 281-2106; emails will come from [ssp@mg.securestudentpickup.com](mailto:ssp@mg.securestudentpickup.com).

5) Place your Secure Student Pickup card in your vehicle where your windshield meets your dashboard. Please decide which lane you will use each day and place the card on the side of your car toward the middle of the two lanes.

6) Update your student’s transportation schedule on the website as needed. Changes should be made before 2:30 p.m. through [www.securestudentpickup.com](http://www.securestudentpickup.com) using your login. The school receptionist staff will receive an email when you have made a transportation change online, allowing them to notify your student. Please try to avoid last minute changes, if possible.

Return completed form to:  
Granville Christian Academy: Attention Enrollment and Marketing Director  
1820 Newark Granville Road  
Granville, Ohio 43023

Forms can also be emailed to [admissions@granvilleca.org](mailto:admissions@granvilleca.org).