



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.

Student Name 1: _____ Birthdate: _____ Grade: _____

Student Name 2: _____ Birthdate: _____ Grade: _____

Student Name 3: _____ Birthdate: _____ Grade: _____

Student Name 4: _____ Birthdate: _____ Grade: _____

Will your student(s) be a bus rider? Yes No (Please Circle)

Specify the bus district here: _____

Pick-Up Person One Information

Name: _____

Relationship to student: _____

Phone: _____

Email: _____

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 to student: _____

Phone: _____

Email: _____

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) 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 “Text Number” 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) 233-6163; emails will come from email@securestudentpickup.com.

5) Please have your Secure Student Pickup card ready to scan when you pick up at the end of the day.

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 using your login. The school receptionist 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 Director
1820 Newark Granville Road
Granville, Ohio 43023

Forms can also be emailed to admissions@granvilleca.org.