

# Administrative Procedure

2009  
\_\_\_\_\_

Adopted  
Revised

## 604 School Mailing Procedures

### I. Purpose

School metered mail is to be used for school business only.

This procedure will outline the process that must be followed for business use of district metered mail.

### II. Procedure

All school district letters are to come to the mail room unsealed. Sealed letters will not be processed. If there is a data privacy or security issue, please bring this sealed mail to the District Office and it will then be metered with the district mail.

All district metered mail must be bound with a note indicating which area/school budget the postage should be coded to. Example: Elementary School (ES); Middle School (MS); High School (HS), Special Education-Delano, Special Education-Rockford, Activities, Gifted and Talented (G/T); Community Education (CE), Tiger Kids Club (TKC); etc.

As a convenience to staff, the district's outgoing mailbox may be used to send out personal mail (stamped and not in Delano School envelopes) with the daily mail.