

US Metered Mail Guideline for School Sites

- US mail is picked up from the sites daily, with their regular delivery.
- Send standard letter sized envelopes in an inter-district envelope labeled "US Mail".
- If you have more envelopes than will fit in an inter-district envelope, it is fine to rubber band them, or send them boxed.
- Separate sealed and unsealed envelopes.
- **Certified Mail:** Send separately, labeled "CERTIFIED U.S. MAIL" to District Operational Center (Mitchell Rd.) Attach certified label, and return receipt if necessary.
- Envelopes must have a return address.
- Bundle envelopes facing the same direction.
- **Do not nest unsealed envelopes.**
- **Large envelopes:** (5 x 7, 8 x 10, 11 x 17, etc.) must be received sealed, and must have a return address.
- Envelopes larger than 12 x 15 are considered packages and require additional postage.
- Clasp envelopes must be sealed with the **clasp closed and packing tape over the clasp.**
- If a mailing is for a specific group within your site, (ASB, Band, English Dept.,) please put a label on the top of the bundle which includes that information.
- Do not send personal mail through the District mail. Stamped mail may be run through the meter machine, and the site will be charged.
- Paper clips are not allowed in envelopes.
- When mailing to countries outside of the US: send separately and with a note stating this, to ensure correct postage is affixed.