

**Mail Services**

The Office of Education provides mail services, including a postal meter and distribution boxes, for the use of Office of Education departments and their official business.

To insure maintenance and auditable records, and to comply with U.S. Postal Service regulations, only authorized personnel may access the postage meter and process Office of Education mail.

All outgoing mail must be properly addressed, including a return address indicating the Office of Education department from which the mail originated.

Personal mail sent through the Office of Education mail services must have the appropriate postage.

Mail services operate daily, Monday through Friday, exclusive of Office of Education holidays.

**Courier Services**

The Office of Education provides a postage-free courier service for the official use of the Office of Education and participating school districts. The courier service is governed by Federal Private Express Statutes and regulations which require that:

1. All mail delivered without postage must be the official business of the Office of Education or its affiliated school districts
2. The personnel delivering the mail must be an employee of the Office of Education or an employee of the school district receiving the mail

No materials delivered through the Office of Education courier service shall:

1. Advocate an individual's or organization's political or religious position
2. Imply Office of Education or school district support, or opposition to, a partisan, political, sectarian, or religious position
3. Be of a commercial nature that solicits, or would provide, personal and/or financial profit to a public school employee or to a profit-making organization
4. Be used for fund raising, except as approved by the Superintendent of Schools/designee or the superintendent/designee of a participating school district
5. Be personal mail, unless postage is affixed (Examples of personal mail include invitations to private functions; letters of a personal nature, not pertaining to school business, addressed to an employee or student; merchandise catalogs, video tapes, computer disks or other materials that are not intended for school use.)

Outside organizations and businesses are not generally allowed access to the

courier system unless the Superintendent of Schools or designee determines that the material to be distributed is the business of the Office of Education or a public school entity and that it conforms with federal and state laws and Office of Education policies and regulations.

The Office of Education courier delivers to contracting school districts on a weekly basis, Monday through Friday, exclusive of public school holidays and recesses.