How to Send Mail through LAUSD

USER GUIDE
Did you know...

Inter-office mail is processed for next day delivery the same day it is received by the Mail Unit.
INTER-OFFICE MAIL

1. Do not mix Inter-Office/School Mail with U. S. First Class Mail bundles.

2. Include school or office return address in the upper left corner.

3. Use “From-To” clasp envelopes (Stock No. 310-42-2290 for 10” x 15” or No. 310-42-22845 for 10” x 13”). If unavailable, use label standard manila envelopes. Write the word “From” on the left side of the envelope and “To” on the right side.

4. Include name of school or office in the “To” address. For elementary schools, also include mail code letter designation (See REF-1081 for mail code letter designations).

5. Tuck in or seal flaps of legal and letter size envelopes.

6. Ensure that mail is a minimum size of 3-½” x 5”.

7. Accompany District-approved flyers with a Mail Distribution Form, which may be downloaded from the Inside LAUSD website (See sample form next page).

8. For large quantity mailings (i.e. mailings that will not fit in the mailbag), call the Mail Unit at (562) 654-9002 for preparation instructions.
**SAMPLE OF MAIL DISTRIBUTION FORM**

**Los Angeles Unified School District**

**Mail Distribution**

Attach this MAIL DISTRIBUTION sheet to each original communication.

Date __________________________

Communication Subject/No. __________________________

Branch/Section __________________________ Division/District __________________________

Contact person __________________________ Telephone __________________________

**Signature** of Department Head __________________________ By __________________________

**DISTRIBUTION**

Specify sites and # of copies

<table>
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<th>2 Copies Per Site</th>
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<td>ALL ADMINISTRATIVE OFFICES</td>
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<td>400</td>
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<td>ALL EMPLOYEE BARGAINING UNITS</td>
<td>6</td>
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<td>6 =</td>
</tr>
</tbody>
</table>

**TOTALS**

**NOTE:** Mail for magnet centers must be addressed to the magnet center.

**OTHER DISTRIBUTION:**

Extra copies should be returned to:

Rev. 7/07

Log in to Inside LAUSD and type “mail distribution form” in the search box to download this form.
EXAMPLE OF PROPERLY ADDRESSED INTER-OFFICE MAIL

FROM
HERITAGE SCHOOL
LOCAL DISTRICT 8
JOHN DOE

TO

NOTE:
Use Stock No. 310-30-56240 for #10 Legal Size
Use Stock No. 310-30-56070 for #6 Letter Size

NOTE:
Use Stock No. 310-42-22290 for 10" x 15"
Use Stock No. 310-42-22845 for 10" x 13"

INTER-OFFICE MAIL
First Class Mail is processed and sent to the U.S. Postal Service the same day it is received by the Mail Unit.
1. Use envelopes to send all mailings. Open-ended (i.e. documents or materials that are folded, stapled or tabbed) materials are not permitted.

2. You must include a complete school or office return address in the upper left corner of the envelope. It is recommended to use Repro to professionally pre-print return addresses. If your school/office plans to use a duplicating machine to pre-print the return address, the glass must be clean to avoid ink specks on the envelope. Envelopes with ink specks will be rejected.

3. Keep the upper right hand corner of the envelope clear/empty for postage meter impression.

4. Use complete address to send mail, including Name of Individual(s), Street Address, City, State, and Zip Code (See: PROPER ADDRESSING section).

5. Ensure all computer generated labels are readable (not too light/no smudges).

6. To avoid returned (to school/office) mail, strictly adhere to proper addressing requirements (See: PROPER ADDRESSING section).

7. Ensure that postcards are a minimum size of 3-½” x 5” and a maximum size of 4-¼” x 6”. Use POSTCARD STOCK ONLY.

8. Overlap flaps (flaps straight up) for all legal and letter-size envelopes. Rubber band all bundles.

9. Seal flaps for all large white envelopes. DO NOT USE MANILA OR CLASP TYPE ENVELOPES.

10. Fit all contents in envelope so that flaps will close.

11. To avoid higher postage costs when mailing 6 or more sheets of paper, fold pages in half, insert into a 6” x 9” envelope (Stock No. 310-06-32210) which qualifies for letter rate postage, and seal flap. Overstuffing a legal size #10 envelope will result in higher postage rates due to exceeding maximum ¼” thickness restriction for letter rate.

12. Place all U.S. Postal Service First Class Mail in the yellow LAUSD tub.

13. Insert your school/office barcode (Request for U.S. Mail Form) in the vinyl sleeve of the yellow LAUSD tub (See sample under PROPER ADDRESSING for First Class Mail).

14. Send all mail to the LAUSD Mail Unit to be processed. DO NOT SEND DIRECTLY TO LOCAL U.S. POSTAL SERVICE.
EXAMPLE OF PROPERLY ADDRESSED U.S. FIRST CLASS MAIL

REGULAR WHITE ENVELOPES:
Use Stock No. 310-30-56240 for #10 Legal Size
Use Stock No. 310-30-56070 for #6 Letter Size

LARGE WHITE ENVELOPES:
Use Stock No. 310-06-32210 for 6" x 9"
Use Stock No. 310-06-32212 for 7-½" x 10-½"
Use Stock No. 310-06-32214 for 9" x 12"
Use Stock No. 310-06-32218 for 10" x 13"
Use Stock No. 310-06-32220 for 10" x 15"
Use Stock No. 310-06-32216 for 11-½" x 14-½"

DO NOT USE MANILA COLORED ENVELOPES FOR U.S. MAIL.
See PROPER ADDRESSING section for additional details.

USPS FIRST CLASS MAIL
Electronic-Certified (E-Certified) Return Receipt Processing saves $1.20 per envelope/mailing.
ELECTRONIC CERTIFIED (E-CERTIFIED) MAIL:

Electronic Certified or E-Certified Mail has replaced Regular Certified Mail with Return Receipt. E-Certified Mail will provide the signature normally found on the return receipt card electronically. This electronic processing generates a savings of $1.20 per piece/envelope while also reducing the preparation time/process for schools/offices.

E-Certified mailing provides schools/offices with proof of mailing along with proof of delivery. Proof of mailing/delivery can be obtained in either of two ways: from www.usps.com website, and/or from www.pb.com website.

It is recommended to use the www.pb.com website to view certified mail status and to retrieve electronic signature. Up to 25 tracking numbers can be entered at one time versus one at a time when using the www.usps.com website.

Instructions on how to use the Pitney Bowes website (www.pb.com):

1. Click Sign In/Register under MANAGE box and type in:
   - USERNAME - mail.unit@lausd.net
   - PASSWORD - certified (case sensitive)

2. Under TRACK USPS SHIPMENTS, select USPS Tracking and E-Return Receipts.

3. You may enter up to 25 tracking numbers (one per line).

4. The status of the certified mail piece will be displayed.

5. Once delivered (every Monday evening) the system will be updated with all of the E-Return Receipts. The E-Return Receipt record can then be viewed or downloaded to your computer.

6. You may print or save the E-Return Receipt record, or Pitney Bowes will store the electronic signature for up to two years.

Instructions on how to use the USPS website (www.usps.com):

1. Under TRACK & CONFIRM, enter the tracking number.

2. The status of the certified mail piece will be displayed.

3. The USPS website will ask for an e-mail address so that they can e-mail the E-Return Receipt record.

Instructions on how to prepare E-Certified Mail:

1. E-Certified labels must be requested from the District’s Mail Unit. The labels are specially generated labels that are different than those found at the local USPS post office.

2. Peel and stick E-Certified barcode label onto envelope as close as possible to the return address, to allow room for postage. Keep the tracking number located on the white strip above the E-Certified barcode label. Always leave the upper right-hand corner clear/empty for postage.

For additional questions on how to retrieve proof of mailing and delivery please call the Mail Unit at (562) 654-9002.

SPECIAL SERVICES MAIL
OTHER SPECIAL SERVICES

All USPS Special Services are in addition to full rate postage. Please call the Mail Unit Supervisor at (562) 654-9002 to get pre-approved to use any of these Special Services.

Insured Mail:
A service that provides indemnity coverage up to $5,000.00 for a lost, rifled, or damaged article.

Express Mail:
A mail class that provides expedited service. This is the fastest mail service offered by the USPS. This is a costly service and should only be used in emergency situations.

Priority Mail:
First Class Mail that weighs more than 13 ounces and, at the mailer’s option, any other mail matter weighing less than 13 ounces mailed at Priority Mail rates. Priority Mail provides expedited delivery (approximately 2 days).

Delivery Confirmation:
A service that provides the date and time of delivery or, if the delivery was attempted, the date and time of delivery attempt.

Signature Confirmation:
A service that provides information to the mailer about the date and time of delivery including the recipient’s signature or the date and time of delivery attempt.

Registered Mail:
Provides the most secure service offered by the USPS. The sender receives a receipt at the time of mailing, and a delivery record is maintained by the USPS. This service also provides optional indemnity in case of loss or damage.

SPECIAL SERVICES MAIL
Did you know...

You can save more than $0.23 per letter using Non-Profit / Permit Mail.
U.S. POSTAL SERVICE NON-PROFIT / PERMIT MAIL

1. In order to qualify for Non-Profit/Permit Mail, ensure that all letters are identical and generic, and consisting of a minimum of 200 pieces. Do not include personalized information in letters (i.e., student’s name, student’s bell schedule, student’s homeroom, etc.).

2. If less than 6 sheets of paper, leave flaps up and overlapping. If more than 6 sheets of paper, fold pages in half and insert into a 6” x 9” envelope (Stock No. 310-06-32210) which qualifies for letter rate postage, and seal flap. Overstuffing a legal size #10 envelope will result in higher postage rates due to exceeding maximum ¼” thickness restriction for letter rate.

3. Use complete address to send mail, including Name of Individual(s), Street Address, City, State, and Zip Code.

4. Do not pre-print or rubber stamp the Non-Profit stamp (indicia) onto envelopes. Leave upper right hand corner blank. This will be done by the Mail Unit.

5. Do not seal letter or legal-sized envelopes. Envelopes are fed through and sealed by the meter machine in the Mail Unit. Therefore, both Non-Profit letter and legal-sized envelopes may be left unsealed. Have the flaps overlapped (flaps straight up), be rubber banded, and placed in the yellow “LAUSD Mail Unit” tub.

6. Bundle envelopes together, facing in the same direction. No zip code sorting is required.

7. Insert your school/office barcode (Request for U.S. Mail Form) in the vinyl sleeve of the yellow LAUSD tub (See sample on next page).

8. Due to strict USPS guidelines, the Mail Unit no longer processes open-ended (i.e. documents or materials that are folded, stapled or tabbed) materials. All flyers must be enclosed in an envelope.

9. Call the Mail Unit at (562) 654-9002 for postcard and report card preparation, or any other additional information needed.

10. Send all mail to the LAUSD Mail Unit to be processed. DO NOT SEND DIRECTLY TO LOCAL U.S. POSTAL SERVICE.
EXAMPLE OF PROPERLY ADDRESSED NON-PROFIT/PERMIT MAIL

Return Address
All U.S. Mail must have a complete school or office return address.

Delivery Address
Place the delivery address/label within this area only.

Barcode
Keep this area clear for USPS barcode.

“REQUEST FOR U.S. MAIL FORM” SAMPLE

Los Angeles Unified School District
REQUEST FOR U.S. MAILING
(SCHOOL/OFFICE NAME)

0000

NON-PROFIT / PERMIT MAIL
EXAMPLE OF NON-QUALIFYING AND QUALIFYING LETTERS

Personalized (NON-QUALIFYING):

Dear parents of John Smith,

Your son is on Track A and the bell schedule is as follows:

Generic (QUALIFYING):

Dear Parents,

The bell schedules for the school year are as follows:

Track A...
Track B...
Track C...
You can save over $0.03 per letter and $0.21 per large envelope by using typed/printed labels instead of handwritten addresses.
EXAMPLES OF CORRECT/ INCORRECT LABELING

Addressing accuracy for U. S. Mail:

Correct addressing affects efficient delivery of your mail. The ZIP + 4 Code helps direct your mail. Use the correct Acronyms & Abbreviations list for a complete address.

» All CAPITAL letters
» Font should not overlap or touch
» Minimum 10 pt. font

» No abbreviations to city
» No punctuations
» Address printed on white background

CORRECT:

JAMES AND NANCY SMITH
123 W MAIN ST STE 100
LOS ANGELES CA 90012-1234

INCORRECT:

JAMES AND NANCY SMITH
123 W MAIN ST STE 100
LOS ANGELES CA 90012-1234

BOLD PRINT

ITALICS PRINT

HANDWRITTEN

SMALL PRINT

UNDERLINE PRINT

BACKGROUND COLOR/PATTERN

EXTRANEOUS PRINT

PRINT SHIFT

SKEWED PLACEMENT

PROPER ADDRESSING
EXAMPLE OF PROPERLY Addressed U.S. LETTER MAIL

Return Address
All U.S. Mail must have a complete school or office return address.

Postage
Permit stamps or imprints are placed here for non-profit mail. Otherwise, keep this area clear for meter impression or postage.

Delivery Address
Place the delivery address/label within this area only.

NO OTHER PRINTING ALLOWED IN THIS AREA (NO INK SPECS/SMUDGES)

Barcode
Keep this area clear for USPS barcode.

“REQUEST FOR U.S. MAIL FORM” SAMPLE

Los Angeles Unified School District
REQUEST FOR U.S. MAILING

(SCHOOL/OFFICE NAME)

0000

PROPER ADDRESSING
It is possible to mail an envelope that is addressed to be viewed in Landscape Orientation and still be in compliance with postal rules. Our preference would be to position the delivery address on the right half of the envelope. Remember, postage must be in upper right corner of mailpiece or upper right corner of addressing area when oriented to read the address and postage.

When this envelope is turned and viewed vertically in a Portrait Orientation, you can see that this area is still in the upper half of the mailpiece. This design will comply with the Flats Address Placement rules.
Did you know...

The LAUSD Mail Unit processes over 17 million pieces of mail every year and delivers over 1,200 mail bags to schools and offices everyday.
1. All Inter-Office, U.S. First Class, and Non-Profit/Permit mail should be sent to the LAUSD Mail Unit to be processed. DO NOT SEND DIRECTLY TO LOCAL U.S. POST OFFICE.

2. Board Rule No. 1451, “School Mail Delivery Service,” states that postage for U.S. mailing of Associated Student Body (ASB) materials and publications be paid from ASB funds. DO NOT INCLUDE VENDOR FLYERS OR BROCHURES IN ANY MAIL.

3. Board Rule No. 1454, “Use of District Mail Service by an Employee,” states that the LAUSD Mail Unit shall not be used for personal communications of any type, either via U.S. Mail or Inter-Office School Mail.


5. Reference Guide REF-1330, “Non-Profit Permit Mail,” provides requirements and instructions for preparing Non-Profit Permit Mail.

6. Reference Guide REF-1331, “Mail Procedures,” provides policies and procedures relating to the processing and mailing of Inter-Office (school) mail and U.S. Postal Service (USPS) materials.

» Above referenced Board Rules and Reference Guides are available online at www.lausd.net.
HELPFUL DO’S AND DON’TS

DO’S

1. Do maintain/update student/employee address changes in SIS/ISIS/BTS systems to avoid mailing to incorrect addresses. This will help reduce the amount of undeliverable correspondence being mailed out and increase the amount of correspondence actually delivered successfully/timely to homes.

2. Do make sure address labels are readable and placed in the correct location on the envelope.

3. Do call the Mail Unit one day ahead for any extra boxes/tubs of mail to be picked up along with the mailbag.

4. Do call the Mail Unit if unsure of how to prepare any mailing.

5. Do use white envelopes/postcards for optimal processing of all types of U.S. Mail.

6. Do use a 6” x 9” envelope when sending 6 or more sheets of paper to still qualify for letter rate.

DON’TS

1. Don’t waste postage by not maintaining/updating address changes.

2. Don’t print labels that are too light, smudged, skewed, placed too low or too high, cut off, centered text, or incomplete. Incorrectly labeled mail will not be processed unless school/office pays for full rate postage (See examples in PROPER ADDRESSING Section).

3. Don’t hesitate to call the Mail Unit for mail preparation instructions and guidance.

4. Don’t use manila colored or clasp type envelopes for U.S. Mail. However, they can be used for Inter-office Mail.

5. Don’t use color (WHITE ONLY) envelopes or color (WHITE ONLY) postcards when sending U.S. Mail.

6. Don’t send 6 sheets or more in a legal size #10 envelope, this will increase postage cost from letter rate to large envelope rate.