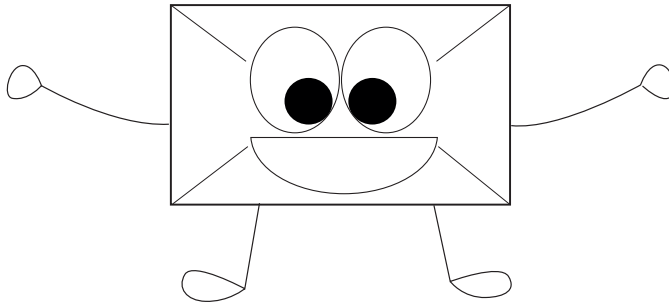




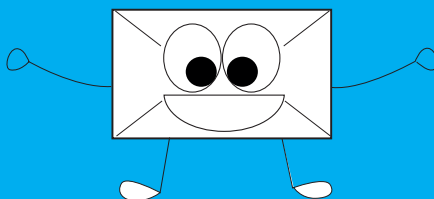
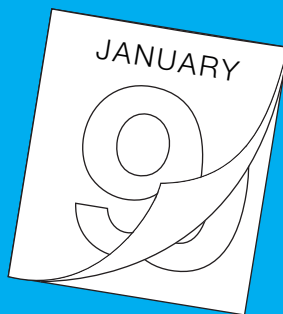
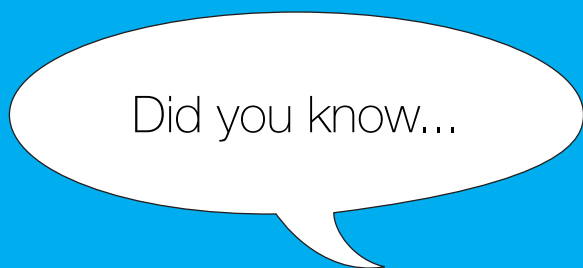
REV. April 2011



# How to Send Mail through LAUSD

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## USER GUIDE



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

**INTER-OFFICE MAIL**

## 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.

**INTER-OFFICE MAIL**

# SAMPLE OF MAIL DISTRIBUTION FORM



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
MAIL DISTRIBUTION

**FOR MAIL UNIT USE ONLY**

Received in Mail Unit:

Offices/Schools:

Date:

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

	1 Copy Per Site	2 Copies Per Site	Specify # of Copies	x	Sites	=	Total Copies
ALL SCHOOLS AND OFFICES	<input type="checkbox"/> 1289	<input type="checkbox"/> 2578		x	1289	=	
ALL ADMINISTRATIVE OFFICES	<input type="checkbox"/> 322	<input type="checkbox"/> 644		x	322	=	
ALL OFFICES AT BEAUDRY	<input type="checkbox"/> 200	<input type="checkbox"/> 400		x	200	=	
ALL SCHOOLS (Includes Adult, EEC & Charters)	<input type="checkbox"/> 967	<input type="checkbox"/> 1934		x	967	=	
ALL ELEMENTARY SCHOOLS	<input type="checkbox"/> 479	<input type="checkbox"/> 958		x	479	=	
ALL MIDDLE SCHOOLS	<input type="checkbox"/> 84	<input type="checkbox"/> 168		x	84	=	
ALL SENIOR HIGH & OPPORTUNITY	<input type="checkbox"/> 78	<input type="checkbox"/> 156		x	78	=	
ALL SPECIAL EDUCATION SCHOOLS	<input type="checkbox"/> 26	<input type="checkbox"/> 48		x	26	=	
ALL CHARTER SCHOOLS	<input type="checkbox"/> 108	<input type="checkbox"/> 216		x	108	=	
ALL ADULT SCHOOLS/OCCUPATIONAL	<input type="checkbox"/> 48	<input type="checkbox"/> 96		x	48	=	
ALL CONTINUATION SCHOOLS	<input type="checkbox"/> 46	<input type="checkbox"/> 92		x	46	=	
ALL EARLY CHILDHOOD CENTERS	<input type="checkbox"/> 100	<input type="checkbox"/> 200		x	100	=	
ALL LOCAL DISTRICT OFFICES	<input type="checkbox"/> 8	<input type="checkbox"/> 16		x	8	=	
ALL EMPLOYEE BARGAINING UNITS	<input type="checkbox"/> 6	<input type="checkbox"/> 12		x	6	=	
<b>TOTALS</b>							

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

OTHER DISTRIBUTION:

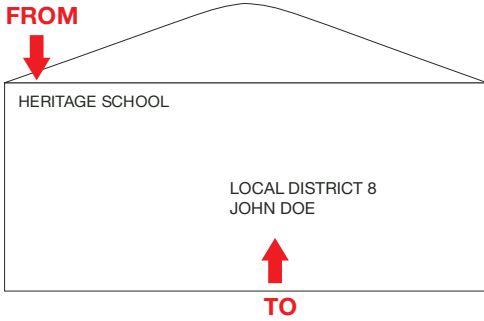
Extra copies should be returned to:

Rev. 7/07

Log in to Inside LAUSD and type "mail distribution form" in the search box to download this form.

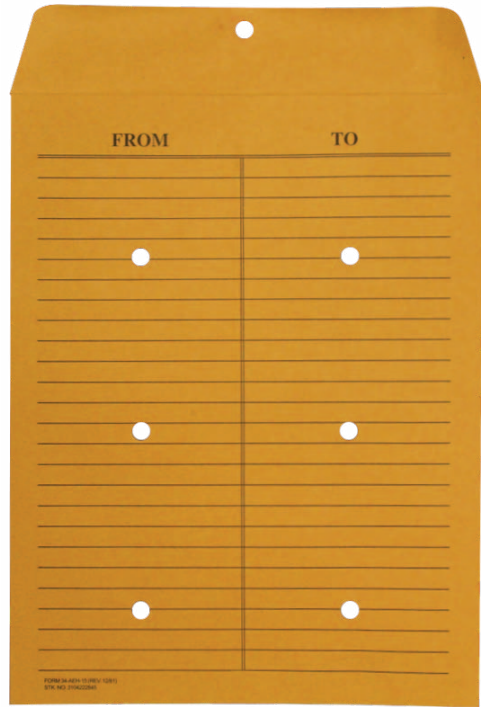
**INTER-OFFICE MAIL**

## EXAMPLE OF PROPERLY ADDRESSED INTER-OFFICE MAIL



**NOTE:**

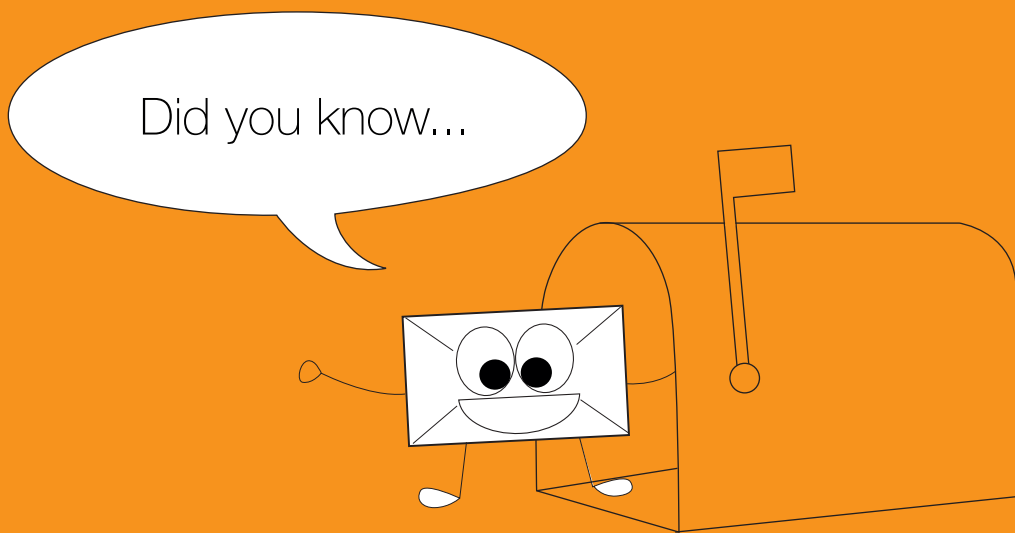
Use Stock No. 310-30-56240 for #10 Legal Size  
Use Stock No. 310-30-56070 for #6 Letter Size



**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.

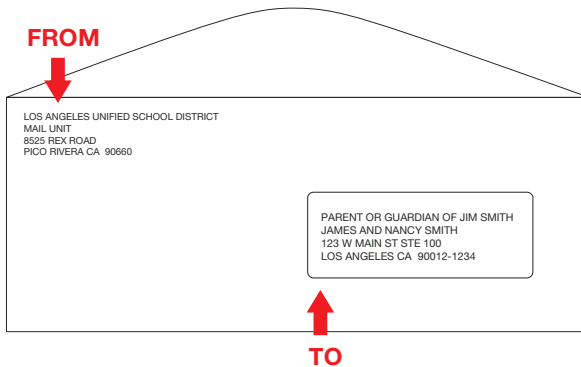
**USPS FIRST CLASS MAIL**

## U.S. POSTAL SERVICE FIRST CLASS MAIL

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.

**USPS FIRST CLASS MAIL**

## 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 7-1/2" x 10-1/2"

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 11-1/2" x 14-1/2"

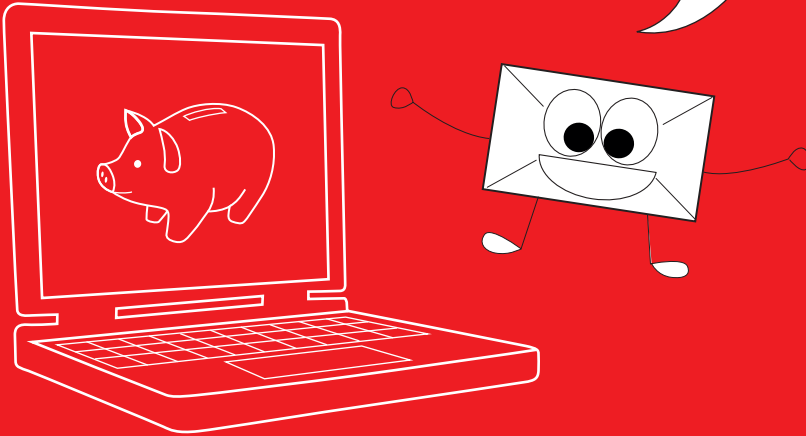
**DO NOT USE MANILA COLORED ENVELOPES FOR U.S. MAIL.**

See PROPER ADDRESSING section for additional details.

# USPS FIRST CLASS MAIL



Did you know...



**Electronic-Certified (E-Certified)  
Return Receipt Processing saves  
\$1.20 per envelope/ mailing.**

**SPECIAL SERVICES MAIL**

**SPECIAL SERVICES  
MAIL**

## **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](http://www.usps.com) website, and/or from [www.pb.com](http://www.pb.com) website.

It is recommended to use the [www.pb.com](http://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](http://www.usps.com) website.

### **Instructions on how to use the Pitney Bowes website ([www.pb.com](http://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](http://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:**

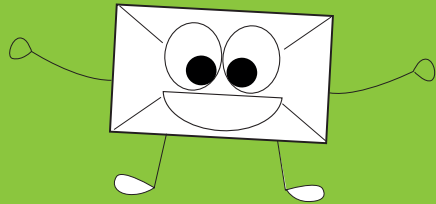
A service that provides information to the mailer about the date and time of delivery including the recipient's signature or the date and time of delivery attempt.

### **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.

**NON-PROFIT / PERMIT MAIL**

NON-PROFIT/  
PERMIT

## 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.

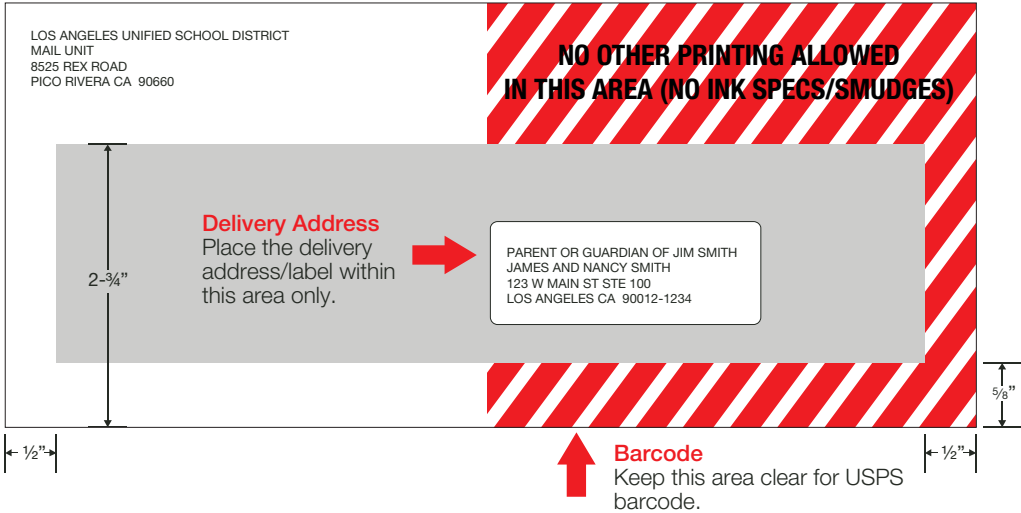
**NON-PROFIT / PERMIT MAIL**

# EXAMPLE OF PROPERLY ADDRESSED NON-PROFIT/PERMIT MAIL




## Return Address

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



## "REQUEST FOR U.S. MAIL FORM" SAMPLE

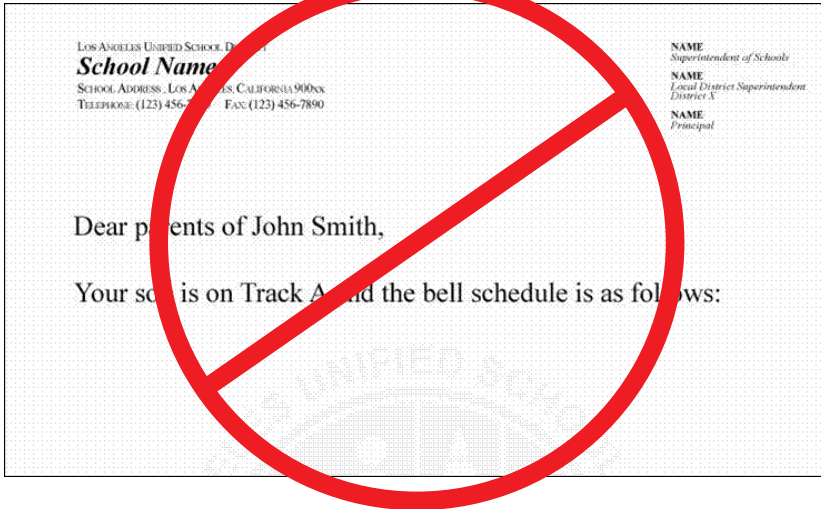
Los Angeles Unified School District  
REQUEST FOR U.S. MAILING  
(SCHOOL/OFFICE NAME)  
0000



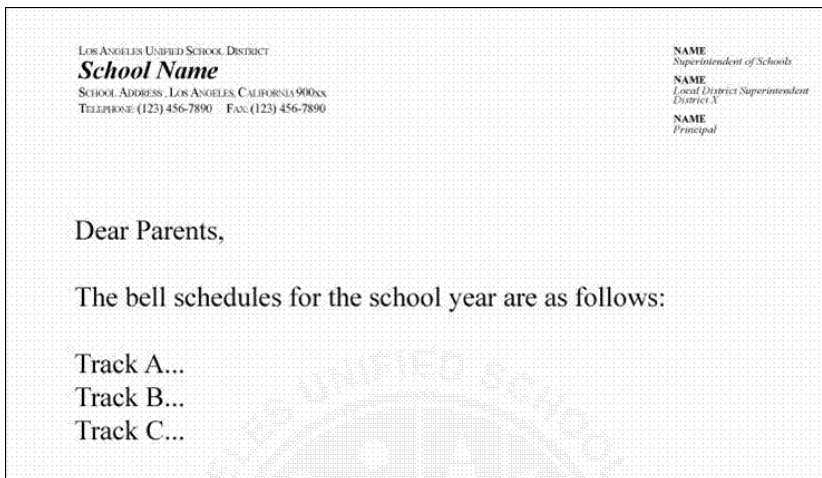
# NON-PROFIT / PERMIT MAIL

## EXAMPLE OF NON-QUALIFYING AND QUALIFYING LETTERS

Personalized (NON-QUALIFYING):

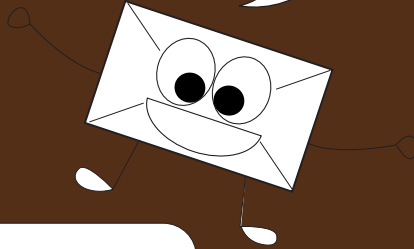


Generic (QUALIFYING):



**NON-PROFIT / PERMIT MAIL**

Did you know...



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

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

You can save over \$0.03 per letter and  
\$0.21 per large envelope by  
using typed/printed labels instead of  
handwritten addresses.

**PROPER ADDRESSING**

PROPER  
ADDRESSING



## 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

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

ITALICS PRINT

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

HANDWRITTEN

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

SMALL PRINT

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

UNDERLINE PRINT

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

BACKGROUND COLOR/PATTERN

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

EXTRANEIOUS PRINT

JAMES AND NANCY SMITH  
123 W MAIN ST STE 100

PRINT SHIFT

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

SKEWED PLACEMENT

# PROPER ADDRESSING

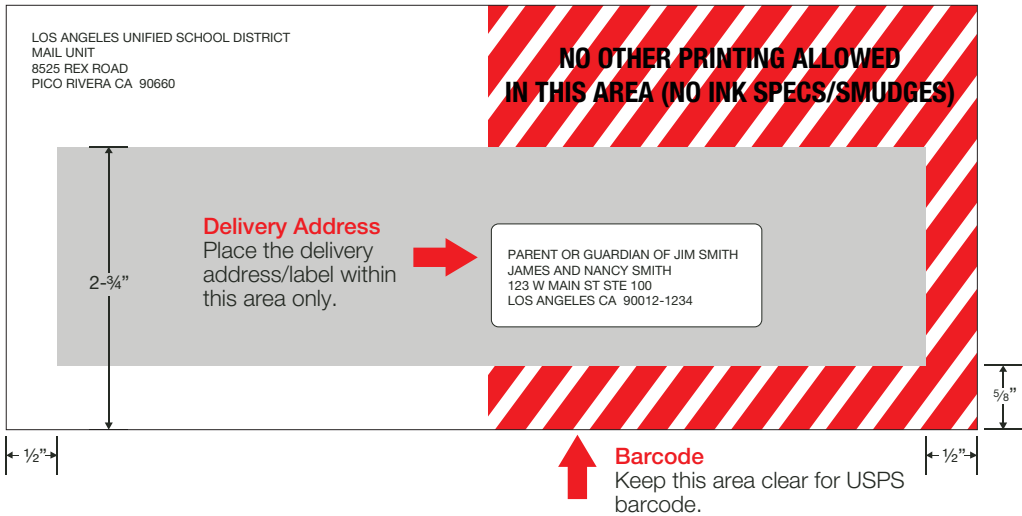
## EXAMPLE OF PROPERLY ADDRESSED U.S. LETTER MAIL

### Postage

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

### Return Address

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




## "REQUEST FOR U.S. MAIL FORM" SAMPLE

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

(SCHOOL/OFFICE NAME)

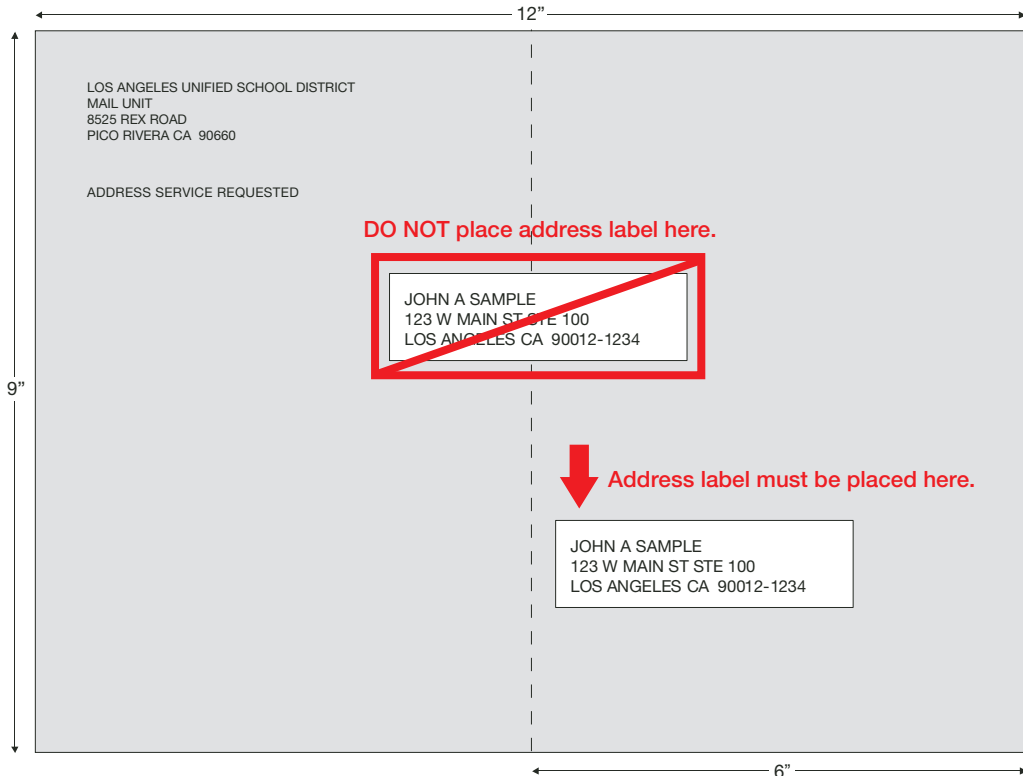
0000



# PROPER ADDRESSING

## EXAMPLE OF PROPERLY ADDRESSED U.S. FLAT MAIL

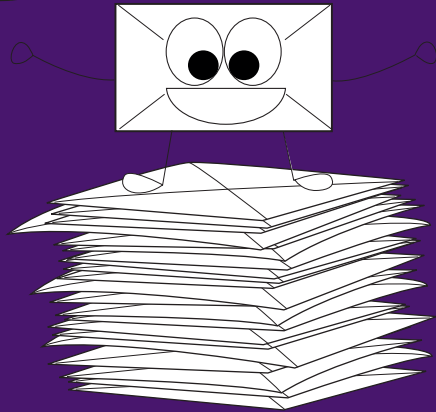
It is possible to mail an envelope that is addressed to be viewed in Landscape Orientation and still be in compliance with postal rules. Our preference would be to position the delivery address on the right half of the envelope. Remember, postage must be in upper right corner of mailpiece or upper right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

# PROPER ADDRESSING

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.

**RULES & REGULATIONS**

## LAUSD BOARD RULES & REGULATIONS

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.
  4. Reference Guide REF-1081, "Coding of School Mail," provides guidelines for addressing 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](http://www.lausd.net).

## RULES & REGULATIONS

## 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.

# RULES & REGULATIONS