

Baltimore County Public Schools
Department of Business Services
Distribution & Print Services

Subject: School Office Mail		Operating Procedure: 5003.1	
Effective Date: July 1, 2006	Revised Date: July 1, 2006		Distribution: Account Managers
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Policy:

The Office of Distribution Services provides a service of picking up and delivering mail and parcels to and from schools and offices on a daily basis.

Procedures:

Clearly address each envelope and parcel. Include name of person and school or building and office receiving material and name of person, school or office sending material. Do not abbreviate name of school or office.

Put interoffice envelopes into cartons with lids to allow stacking of cartons without crushing contents.

Use the special PINK envelopes for STUDENT RECORDS ONLY. Student record for Baltimore City should be addressed to the receiving school via the Office of Distribution Services. The Baltimore City school number should be included.

Use interoffice envelopes for schools and offices in Baltimore County ONLY. United States Postal Service mail must be used for deliveries outside Baltimore County.
PERSONAL GIFTS AND OTHER ITEMS WILL NOT BE FORWARDED.

Obtain clearance from proper authority (Greenwood) before sending materials (posters, brochures, etc.) which are not directly connected with BCPS.

Place two boxes or trays (one for “schools”, and one for “offices) for outgoing mail in each school and office location.

Request pick up of perishable items no later than Wednesday, because items will not be delivered until the following Monday.

Include mailing instructions – distribution lists on all bulk mailings.