



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Modified School Mail Service FY 20-21

NUMBER: MEM-096306

ISSUER: Marc Monforte
Director of Materiel Management Branch

Judith Reece
Chief Procurement Officer

DATE: August 11, 2020

ROUTING
All Schools
All Offices

PURPOSE: The purpose of this Memorandum is to notify schools and offices of the modified mail delivery services provided by the LAUSD Mail Services Unit beginning August 3, 2020 until further notice.

MAJOR CHANGES: Mail Delivery Dates and Schedule

INSTRUCTIONS: Schools, Local Districts, and Other District Offices

Mail will be delivered twice per week (Tuesday/Thursday or Wednesday/Friday) to all schools and District offices starting August 3, 2020, provided that the office where the mail bag is normally housed is open and staffed (see below link for each school/office assigned weekly schedule). If a school is closed, but then re-opens during the school year, they should contact the LAUSD Mail Services Unit to initiate modified mail services.

Beaudry Building

The Beaudry Building will continue to have normal mail service. The Mailroom will continue to operate daily, during the regular limited hours of 9:30 a.m. to 12:00 p.m. (Note: The last mail drop-off for same-day mailing service is 12:00 noon). Mailroom staff will be available to oversee the self-service mailbag exchange, and to provide support to offices that need to drop-off and/or pick-up any incoming certified mail. In order to avoid delay, please plan/schedule your mailing needs accordingly, as the “last call” mail pick-up is at 12:00 p.m.



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RELATED RESOURCES: REF-1331.3, “Mail Procedures/Nonprofit Permit Mail,” provides information on the District’s policies and procedures relating to the processing and mailing of Interoffice (school) and U.S. Postal Service (USPS) mailing materials by the LAUSD Mail Services Unit.

For more information on LAUSD mail services/mail delivery schedule, visit the LAUSD Mail Services Unit website at:

<http://achieve.lausd.net/Page/4022>

ASSISTANCE: Contact the Mail Services Unit at (562) 654-9002 or email mail.unit@lausd.net