



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Modified School Mail Service FY 20-21

NUMBER: MEM-096306.1

ISSUER: Marc Monforte
Director of Materiel Management Branch

Judith Reece
Chief Procurement Officer
Procurement Services Division

DATE: November 17, 2020

ROUTING
All Schools
All Offices

PURPOSE: The purpose of this memorandum is to notify schools and offices of the recent changes to the modified mail delivery services provided by the LAUSD Mail Services Unit beginning November 30, 2020 until further notice.

MAJOR CHANGES: Due to operational necessity, the mail delivery dates and schedule for schools and offices who currently have a Wednesday/Friday delivery will be moved to a Monday/Wednesday delivery. No change to the schools and offices with a Tuesday/Thursday mail delivery schedule.

INSTRUCTIONS: Schools, Local Districts, and Other District Offices

Mail will be delivered twice per week (Monday/Wednesday or Tuesday/Thursday) to all schools and District offices starting November 30, 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, dated June 14, 2019

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