



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Coding of School Mail

NUMBER: REF-1081.1

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Business Services

DATE: October 17, 2006

ROUTING
All Schools
All Offices

PURPOSE: This reference guide provides the letter code required when addressing school mail to elementary schools.

MAJOR CHANGES: This bulletin replaces REF-1081 of the same subject dated June 22, 2004. The contents have been revised to include new elementary schools. Attachment A provides a list of each elementary school and the mail code.

GUIDELINES: I. INTRODUCTION

Inter-Office school mail for elementary schools is coded in the order in which mail boxes in the Mail Unit are arranged. Mailing addresses for primary centers and elementary schools **only** must reflect a mail code to expedite delivery in a timelier manner. School mail for all other locations and divisions may be addressed using site name only.

II. PROCEDURES

Address mail for distribution by the school Mail Unit as follows:

SCHOOLS/ LOCATIONS	ORDER IN WHICH MAIL BOXES ARE ARRANGED	FOR SCHOOL MAIL ADDRESS MUST INCLUDE:
Primary Centers Elementary Schools and Elementary Magnet	Letter	Name of school and the mail code (A-D)
Charter Schools	Alpha	Use school site name only
Middle Schools	Alpha	Use school site name only
Senior High School	Alpha	Use school site name only



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SCHOOLS/ LOCATIONS	ORDER IN WHICH MAIL BOXES ARE ARRANGED	FOR SCHOOL MAIL ADDRESS MUST INCLUDE:
Early Education Centers, Special Education, Continuation/Opportunity, and Adult Schools	Alpha	Use school site name only
Offices	Other	Use office name and floor and/or room number if applicable
Local Districts	Number	Use number only

III. LIST OF LOCAL DISTRICTS AND ADDRESSES

LOCAL DISTRICT	ADDRESS
1	6621 Balboa Boulevard
2	5200 Lankershim Boulevard
3	3000 South Robertson Boulevard
4	4201 Wilshire Boulevard
5	2151 Soto Street
6	5800 South Eastern Avenue
7	10616 South Western Avenue
8	1208 Magnolia Avenue

IV. LIST OF ELEMENTARY SCHOOLS AND MAIL CODES

An updated list of each elementary school and corresponding mail code follows for your reference and use.

RELATED RESOURCES: Reference Guide REF-1331.1, Business Services, "Mail Unit Policies and Procedures."

ASSISTANCE: For assistance, please call Margarita Lara, Mail Unit Supervisor, at (562) 654-9002.