

MAISD Interschool Mail Delivery Service Guidelines

Delivery Schedule

The MAISD provides an interschool mail delivery service for all Muskegon County districts. Deliveries occur on **Monday, Wednesday, and Friday**. If a federal holiday falls on a Monday and schools are closed, that Monday's delivery will be on Tuesday. Please note that delivery schedules may vary during **summer breaks and school holidays**. Delivery contact persons will be notified of summer schedules in the spring. **Important:** If your delivery contact person changes or your drop-off/pickup location is updated, please notify **Kris Gale**.

What Can Be Sent

Local districts can send **mail and small packages** to any school or program listed on the Delivery Service Schedule. **Prohibited items:** The service does not facilitate the moving of furniture, equipment, or other large items between school districts.

Addressing Guidelines

All items must be **legibly addressed** and include the following for both the sender and receiver:

- **Name of individual**
- **Building**
- **School district**

The driver may refuse mail that is not properly addressed.

Registered Mail

Registered mail is for items that your district considers important and needs to be tracked. The sending district must **record** all registered mail, and the receiving district must **sign** for it. The recipient's signature should include their legible first and last name.

- **Official CA-60 student records** moving between districts must be registered and designated as "CA-60" on your mail log. Please include a list of student names with these records.
- Each school district determines which important items should be registered. MAISD recommends sending **checks and other valuable items** as registered mail.
- Address each envelope or package as you would for US mail.

Large or Multiple Packages

If you have **multiple or large packages**, please notify **Kris Gale in advance**. While we'll do our best to accommodate your request, the driver may need to postpone pickup of large orders if there isn't enough space alongside the daily mail. We'll attempt to adjust the route for same-day delivery whenever possible.

MAISD is not responsible for items lost during the mail delivery process.

Questions?

If you have any questions, please contact **Kris Gale** at kgale@muskegonisd.org or 231-767-7203. Guidelines, Forms, Delivery Schedule at <https://www.muskegonisd.org/adminservices/services/>