

## MAISD Interschool Mail Delivery Service Guidelines

MAISD operates an interschool mail delivery service for the benefit of the Muskegon districts. The delivery schedule is Monday, Wednesday and Friday. When a federal holiday falls on a Monday and schools are closed, the Monday delivery takes place on Tuesday. Deliveries during summer and school holidays may vary. Delivery contact persons will be notified of summer schedule in the spring. Please notify Kris Gale if your contact person changes or you change your delivery drop-off/pickup location.

1. Local districts can send mail and small packages to any other school or program listed on the Delivery Service Schedule. No interschool district moving of furniture, equipment, etc.
2. All items should be legibly addressed and include: Name of individual, building and school district for both the sender and receiver. Driver may refuse mail that is not properly addressed.
3. **Registered Mail** is mail that the sending district feels is of greater importance and should be tracked by the delivery service to the receiving district. The sending district must record the registered mail and the receiving district must sign for the mail. Signature of recipient should include legible first and last name.
  - All official **CA-60** student records moving between districts **must be registered and designated as a CA-60 on the mail log** by sending district. **Please include a list with the names of the students.**
  - The designation of important items to be registered is made by each school district. MAISD recommends that checks and other items of importance be sent as registered mail.
  - Address each envelope or package as if it was being mailed via US mail.
4. If you have multiple packages or large packages of mail, please notify Kris Gale in advance. It may be possible to adjust the route to deliver your items the same day. We will make every attempt to deliver your mail, but the driver may have to postpone pickup of your large order if there is not enough space to accommodate your request and the daily mail.
5. MAISD cannot be held responsible for items that are lost in the mail delivery process.

If you have any questions, contact Kris Gale at [kgale@muskegonisd.org](mailto:kgale@muskegonisd.org) or 231-767-7203.

Guidelines, Forms, Delivery Schedule at <https://www.muskegonisd.org/adminservices/services/>

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