

MAIL INFORMATION

U.S. Mail Delivery:

The U.S. Mailman delivers mail daily to all District locations EXCEPT the following addresses:

- 315 E. 11th Street
- 1875 W. Lowell Ave.
- 1945 W. Lowell Ave.
- 1975 W. Lowell Ave.

Mail addressed to the above 4 addresses is picked-up daily by our Warehouse drivers at the Tracy branch Post Office. It is sorted and delivered to the sites/departments via our Warehouse drivers.

During summer, winter and spring breaks – the above procedure is followed, but at some point the mailmen discover that the school sites are closed and they will begin to place that mail into the bins that are picked up by our Warehouse drivers. It is then sorted by our Warehouse employees and delivered to the school sites when they are able to gain access.

U.S. Mail Pick-up:

We contract with ABS Direct, Inc. for U.S. Mail postage and handling. They provide daily, year round pick-up at the District Office, Tracy High School and West High School. They apply the postage and postmark and deliver daily to the U.S. postal processing center. Although most of the time, our mail is delivered to the postal processing center on the same day that it was picked up from us, this is not a guarantee. Local Tracy delivery takes 2 days from the day it is delivered to the U.S. postal processing center.

Outgoing U.S. mail at the Elementary and Middle Schools is picked up and delivered to the DEC mailroom by the FedEx Office driver. This service is provided as a courtesy because they are travelling to our school sites and the DEC daily when school is in session. This courtesy pick-up is only done when the FedEx driver is scheduled to visit the sites to pick-up or deliver FedEx Office printing jobs. So there will be times when you will have to make other arrangements to get your outgoing U.S. mail to the DEC mailroom. You may deliver it yourselves, or contact the Warehouse to arrange pick-up. Do not contact FedEx Office with any questions or concerns related to U.S. mail.

County Office mail:

We have daily pick-up and delivery via a courier from SJCOE to the DEC mailroom. You may send mail via this courier if it is addressed to SJCOE with a name or department name. You may also send mail addressed to other school districts served by SJCOE. We receive a lot of mail back from SJCOE that is addressed to schools that are not served by SJCOE. If you are not sure please use the school directory on the SJCOE website. You can find it by clicking the link on the right hand side of the TUSD Staff Portal for San Joaquin COE, then under "Directories", click on "Public Schools Directory".

Local Charter Schools:

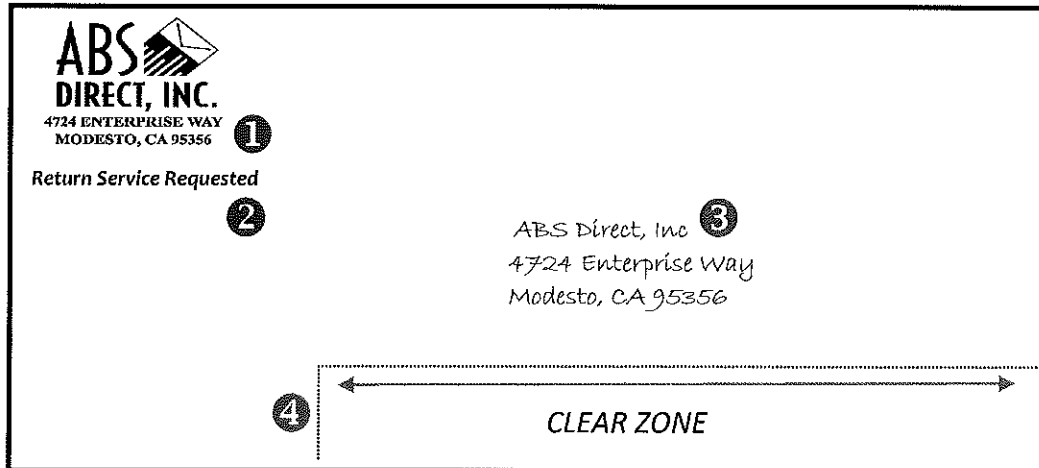
You may send mail via intra-district mail to our local Tracy Charter Schools (TLC) – Discovery, Primary and Millennium. The Warehouse drivers deliver once per week on Wednesdays.

DEC Mailroom:

If you deliver mail to the DEC mailroom, please be sure to place it in the correct slot or bin. The most common error seems to be outgoing U.S. Mail is often placed in the SJCOE bin.

MAXIMIZE YOUR POSTAGE SAVINGS!!!

To receive the maximum postal discount, please follow these guidelines:



- 1 A presorted piece must have a return address on the front of the piece. A return address is also helpful if a mailpiece needs to be returned to you for some reason.
- 2 An Ancillary Service Endorsement is required by the USPS for Move Update. This endorsement informs the USPS of how to treat undeliverable-as-addressed pieces. If there is not one pre-printed on your envelope, you will need to set your meter appropriately. If your mail is metered by ABS, we will print "RETURN SERVICE REQUESTED" on your mail as we meter it.
- 3 A complete delivery address is necessary on every piece of mail. Print the delivery address or affix labels as close to the center of the letter as possible. If you are using an envelope with a window, please ensure that the address is completely visible through the window.
- 4 A clear zone that is free of type, text, tape, labels, or print of any kind is necessary for ABS Direct to print a barcode. The barcode is printed on the bottom right of the letter in a space that is approximately 5/8 inch tall and 5 inches wide. Please do not write or stamp in this area. If you meter your own mail, a mailpiece without a clear zone will need to be metered at the retail first-class rate.

Please place all of your mail facing forward in the USPS mail trays that we supply. Mail that is thrown into tubs and not easy to process will be delayed. If your letter meets all of the above requirements, you may meter it at the presorted rate. Be sure to set your meter to print the "PRESORTED FIRST CLASS" endorsement. A letter weighing more than 3.0 ounces or with a thickness of more than 1/4 inch will need to be metered at the full-postage rate.

Following these simple guidelines will allow all of your mail to be mailed at the presorted rate. If you have any questions, don't hesitate to call our office at (209) 545-6090. Your project coordinator can assist you with preparing your mail.