

October 27, 2021

RE: Internal and External Mail Services Users

FROM: Maintenance and Operations

As of October 20, 2021, the M&O department has revised our Distribution Services schedule. SDCOE provides scheduled distribution services for CRC and Financial Sections. These services are in conjunction with regular communications between the County Office and contractual districts, schools, district offices, and affiliated agencies served by the Superintendent.

Quick Facts

- Please refer to the delivery schedule for the suitable day the distribution section will be at the desired site.
- The inserted program will help in planning the utilization of services between districts for letter-type mail.
- All mail received by Delivery Services is processed the same day to meet any possible deliveries the next day.
- All correspondence will be delivered to their respective District offices for distribution.
- All materials should be labeled with both destination address and return address.

Our services provide cost savings and efficient delivery of mail, media material, financial and student information to the districts. Unfortunately, at this time, we do not have the resources to manage oversized packages, widespread distribution of catalogs, or information packages.

If you have any questions or concerns, don't hesitate to get in touch with the SDCOE M&O Office at (858) 298-2193 or MO@sdcoe.net

This publication is intended for informational and planning purposes only. Interdepartmental mailing times cannot be guaranteed. All deliveries may vary due to traffic conditions, load quantities, and/or unforeseen circumstances.

San Diego County Superintendent of Schools **Dr. Paul Gothold**

San Diego County Board of Education

Paulette Donnellon

Guadalupe González

Alicia Muñoz

Gregg Robinson

Rick Shea

TRUCK MAIL DELIVERY SCHEDULE 2021/2022

SCHOOL	MON	TUES	WED	THURS	FRI
37ECB	DELIVERED BY SDCOE MAILROOM				
ALPINE D.O. (and all schools within D.O.)		T			F
ATHENS	DELIVERED BY SDCOE MAILROOM				
AV MEDIA SERVICES	M	T	W	TH	F
BONSALL D.O. (and all schools within D.O.)	M			TH	
BORREGO SPRINGS D.O. (and all schools within D.O.)		T			F
CAJON VALLEY UNION D.O. (and all schools within D.O.)		T			F
CAL. ST. UNIV. SAN MARCOS			W		
CARDIFF D.O. (and all schools within D.O.)	M			TH	
CARLSBAD D.O. (and all schools within D.O.)	M			TH	
CHULA VISTA D.O. (and all schools within D.O.)	M			TH	
CLASSICAL CHARTER SCHOOL			W		
COASTAL ACADEMY			W		
CORONADO D.O. (and all schools within D.O.)	M			TH	
DAVILA DAY /DDH			W		
DEHESA D.O. (and all schools within D.O.)		T			F
ELEMENT EDUCATION			W		
DEL MAR D.O. (and all schools within D.O.)	M			TH	
EAST COUNTY SELPA		T			F
EAST MESA DETENTION CENTER			W		
EAST REGION JCCS		T			F
ECCS		T			F
ENCINITAS D.O. (and all schools within D.O.)	M			TH	
ESCONDIDO CHARTER SCHOOL			W		
ESCONDIDO ELEMENTARY D.O. (and all schools within)	M			TH	
ESCONDIDO HIGH D.O. (and all schools within D.O.)	M			TH	
FALLBROOK ELEMENTARY D.O. (and all schools within)	M			TH	
FALLBROOK HIGH D.O. (and all schools within D.O.)	M			TH	
FYHES	DELIVERED BY SDCOE MAILROOM				
FRIENDSHIP SCHOOL	M			TH	
GREATER SAN DIEGO ACADEMY			W		
GROSSMONT HIGH D.O. (and all schools within D.O.)	DELIVERED BY SDCOE MAILROOM				
GROSSMONT COMMUNITY COLLEGE D. O.	DELIVERED BY SDCOE MAILROOM				
GUAJOME PARK CHARTER SCHOOL			W		
HELIX CHARTER SCHOOL		T			F
HOPE INFANT SAN MARCOS NCREC	M			TH	
HOPE NCREC	M			TH	
HOPE SCREC	M			TH	
INNOVATIONS ACADEMY/VISTA			W		
JAMUL D.O. (and all schools within D.O.)		T			F
JULIAN CHARTER SCHOOL		T			F
JULIAN ELEMENTARY D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
JULIAN HIGH D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
LA MESA SPRING VALLEY D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
KEARNY MESA SOAR	DELIVERED BY SDCOE MAILROOM				

TRUCK MAIL DELIVERY SCHEDULE 2021/2022

SCHOOL	MON	TUES	WED	THURS	FRI
LAKESIDE D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
LEARNING CHOICE ACADEMY			W		
LEMON GROVE D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
LITERACY FIRST CHARTER SCHOOL		T			F
MIGRANT EDUCATION - SAN MARCOS	M			Th	
MIRACOSTA COLLEGE D.O.	M			TH	
MTN. EMPIRE D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
MONARCH SCHOOL	M			TH	
NATIONAL D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
NCCSE	M			TH	
NCREC	M			TH	
NORTH COASTAL ACADEMY			W		
NORTH REGION JCCS / NCREC	M			TH	
NORTH INLAND SELPA		T			F
OCEANSIDE D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
PALOMAR COLLEGE D.O.	M			TH	
POWAY D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
RAMONA D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
RANCHO SANTA FE D.O. (AND ALL SCHOOLS WITHIN D. O.)	M			TH	
S.D.S.U. MAILROOM			W		
SAN DIEGO COMM. COLLEGE DIST.	DELIVERED BY SDCOE MAILROOM				
SAN DIEGO UNIFIED D. O. (AND ALL SCHOOLS WITHIN D. O.)	DELIVERED BY SDCOE MAILROOM				
SAN DIEGUITO D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
SAN MARCOS D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
SAN PASQUAL ACADEMY		T			F
SAN PASQUAL ELEMENTARY D.O. (AND ALL SCHOOLS WITH)		T			F
SAN YSIDRO D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
SANTEE D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
SIATECH			W		
SOLANA BEACH D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
SOUTH BAY D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
SOUTH COUNTY SELPA	M			TH	
SCREC	M			TH	
SOUTH REGION JCCS / SCREC	M			TH	
SOUTHWESTERN COLLEGE D.O.	M			TH	
SPENCER VALLEY D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
STUDENT SUPPORT SERVICES	M	T	W	TH	F
SWEETWATER D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
VALLECITOS D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
VALLEY CENTER D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
VISTA D.O. (AND ALL SCHOOLS WITHIN D.O.)	M			TH	
WARNER D.O. (AND ALL SCHOOLS WITHIN D.O.)		T			F
37ECB	M			TH	

MONDAY - RED

DAILY TRIP

SOUTH		NORTH	
M/TH	MONARCH SCHOOL	M/TH	DEL MAR D. O.
M/TH	BAYSIDE	M/TH	SOLANA BEACH D. O.
M/TH	SCREC	M/TH	CARDIFF D. O.
M/TH	JCCS SOUTH	M/TH	SAN DIEGUITO D. O.
M/TH	HOPE SOUTH	M/TH	RANCHO SANTA FE D. O.
M/TH	NATIONAL D. O.	M/TH	ENCINITAS D. O.
M/TH	SOUTHWESTERN COLLEGE D. O.	M/TH	CARLSBAD D. O.
M/TH	CHULA VISTA D. O.	M/TH	OCEANSIDE D. O.
M/TH	SOUTH COUNTY SELPA	M/TH	MIRACOSTA COLLEGE D. O.
M/TH	SWEETWATER D. O.	M/TH	VISTA D. O.
M/TH	SAN YSIDRO D. O.	M/TH	BONSALL D. O.
M/TH	SOUTH BAY D. O.	M/TH	FALLBROOK HIGH D. O.
M/TH	FRIENDSHIP SCHOOL	M/TH	FALLBROOK ELEMENTARY D. O.
M/TH	CORONADO D. O.	M/TH	VALLECITOS D. O.
		M/TH	ESCONDIDO HIGH D. O.
		M/TH	ESCONDIDO ELEMENTARY D. O.
		M/TH	PALOMAR COLLEGE D. O.
		M/TH	NCREC
		M/TH	JCCS NORTH
		M/TH	HOPE NORTH
		M/TH	MIGRANT EDUC. SAN MARCOS
		M/TH	NCCSE
		M/TH	SAN MARCOS D. O.
MAILROOM PICK-UP AND DELIVERIES			
DAILY	AV MEDIA SERVICES		
M/TH	FYHES		
M/W/TH	SAN DIEGO UNIFIED		
M/TH	37 ECB		
DAILY	STUDENT SUPPORT SERVICES		

MOUNTAIN		EAST	
T/F	POWAY D. O.	T/F	LA MESA/SPRING VALLEY D. O.
T/F	SAN PASQUAL ELEMENTARY D. O.	T/F	HELIX HIGH CHARTER SCHOOL
T/F	SAN PASQUAL ACADEMY	T/F	LEMON GROVE D. O.
T/F	NORTH INLAND SELPA (NISER)	T/F	JAMUL D. O.
T/F	RAMONA D. O.	T/F	DEHESA D. O.
T/F	SPENCER VALLEY D. O.	T/F	ALPINE D. O.
T/F	JULIAN CHARTER	T/F	MT. EMPIRE D. O.
T/F	JULIAN ELEMENTARY D. O.	T/F	EAST COUNTY SELPA
T/F	JULIAN HIGH D. O.	T/F	ECCS
T/F	BORREGO SPRINGS D. O.	T/F	OUTDOOR EDUCATION
T/F	WARNER D. O.	T/F	CAJON VALLEY D. O.
T/F	VALLEY CENTER D. O.	T/F	LITERACY FIRST
		T/F	LAKESIDE D. O.
		T/F	SANTEE D. O.
		T/F	EAST REGION JCCS
MAILROOM PICK-UP AND DELIVERY			
DAILY	AV MEDIA SERVICES		
T/F	ATHENS		
T/F	KEARNY MESA SOAR		
DAILY	STUDENT SUPPORT SERVICES		

THURSDAY - WHITE

DAILY TRIP

SOUTH		NORTH	
TH/M	MONARCH SCHOOL	TH/M	DEL MAR D. O.
TH/M	BAYSIDE	TH/M	SOLANA BEACH D. O.
TH/M	SCREC	TH/M	CARDIFF D. O.
TH/M	JCCS SOUTH	TH/M	SAN DIEGUITO D.O.
TH/M	HOPE SOUTH	TH/M	RANCHO SANTA FE D. O.
TH/M	NATIONAL D. O.	TH/M	ENCINITAS D. O.
TH/M	SOUTHWESTERN COLLEGE D. O.	TH/M	CARLSBAD D. O.
TH/M	CHULA VISTA D. O.	TH/M	OCEANSIDE D. O.
TH/M	SOUTH COUNTY SERPA	TH/M	MIRACOSTA COLLEGE D. O.
TH/M	SWEETWATER D. O.	TH/M	VISTA D. O.
TH/M	SAN YSIDRO D.O.	TH/M	BONSALL D. O.
TH/M	SOUTH BAY D. O.	TH/M	FALLBROOK HIGH D. O.
TH/M	FRIENDSHIP SCHOOL	TH/M	FALLBROOK ELEMENTARY D. O.
TH/M	CORONADO D. O.	TH/M	VALLECITOS D. O.
		TH/M	ESCONDIDO HIGH D. O.
		TH/M	ESCONDIDO ELEMENTARY D. O.
		TH/M	PALOMAR COLLEGE D. O.
		TH/M	NCREC
		TH/M	JCCS NORTH
		TH/M	HOPE NORTH
		TH/M	MIGRANT EDUC. SAN MARCOS
		TH/M	NCCSE
		TH/M	SAN MARCOS D. O.
MAILROOM PICK-UP & DELIVERY			
DAILY	AV MEDIA SERVICES		
M/TH	FYHES		
M/W/TH	SAN DIEGO UNIFIED		
M/TH	37 ECB		
DAILY	STUDENT SUPPORT SERVICES		

