2024 - 2025

District Mailing Procedures

Moore Public Schools

MOORE PUBLIC SCHOOLS DISTRICT MAILING PROCEDURES

Please direct questions or requests about mailing procedures to the district mail room located in the District Warehouse at 735-4240, or you can email me directly at johnprokup@mooreschools.com.

All mail deposits are in building offices, or outside USPS mailbox. **All personal stamped or postage paid USPS mail should have a separate box, tray or dedicated mailbox for the USPS postman to pick up at each location**. Mail to be metered should have a separate box or put in mailbag at school for the inter-school mail person to process**. If personal mail is placed in the inter-school bag or tray it will be left at the school to be placed in the USPS mailbox or tray.**

DISTRICT INTER-SCHOOL MAIL

Envelope or box size must not exceed over 10 x 15; otherwise it will not fit in the delivery truck boxes, and other mean will have to be made to get large items to other office or buildings in the school system. Request for inter-school mail envelopes can be deposited in the mail bag for next the delivery date. **When sending inter-school mail, line through, previous addresses, check front and back of envelope, then make sure the envelope is marked clearly with full name/building site and department.**

METERED SCHOOL MAIL

School mail is through the U.S. Post Office only. (No UPS or FED-EX) **Please have school account number on all envelopes, for billing purposes**.

Metered mail containing Books/CD's/DVD's /Movies/Etc. must be clearly marked so it can be sent at a cheaper postage rate.

MAIL SERVICES OFFERED THROUGH DISTRICT MAIL ROOM, (OFFICIAL SCHOOL MATERIAL)

First Class – Envelopes/Packages up to 15lbs/Postcards
Priority
Certified mail
Media
Return Receipt
Delivery confirmation

Any boxes or envelopes that exceed 15lbs will need to be sent by FED-EX or UPS. Schools will need to get a purchasing order from finance to pay for shipment then the carrier will need to be called to pick up at the school location.

The mailroom can seal any letter size envelopes using the postage machine. All other large envelopes will need to be sealed and any metal clasps will need to be covered to avoid damage to the postage machine. Please no staples.