San Bernardino County Superintendent of Schools
Policy 3522

School Express Mail and Delivery Services

The County of San Bernardino provides an inter-agency delivery service. This is to be utilized for directing mail to other County departments. It cannot be utilized to direct mail to schools or other agencies. Delivery to member school districts and community colleges is provided by the San Bernardino County Superintendent of Schools. Personal mail that would normally be delivered by the U.S. Postal Service cannot be delivered via Schools Express Mail Service. No outside group or organization shall place materials in Schools Express Delivery Service for inter-district distribution. The use of the delivery service in this manner constitutes a violation of federal law. Personal mail shall not be addressed so that it will be delivered by the San Bernardino County Superintendent of Schools.

Mailings made through the San Bernardino County Superintendent of Schools bearing a postage meter stamp must be mailed on the same date as that recorded on the meter stamp.

Approved: August 24, 1993
Revised: March 5, 2002
Revised: December 17, 2024

Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____