

## **Mail Services**

The COE Mail Room provides mail and small Parcel services for the central office and school Sites and is located in the Ridder Park facility.

Services provided by the Mail Room are:

1. Drop-off stamped personal mail
2. Pickups and deliveries of U.S. Mail, California Golden State, Express Mail, Federal Express or
3. Internal mail pickup and distribution of non-U.S. Mail to all COE and district sites (Pony Mail)

Hours of Operation  
Friday

Hours of operation are Monday through  
7:30a.m. to 5p.m.

Pickup & Delivery Times  
are:

Specific times for pickups and deliveries

1. Outgoing (U.S. Mail) must be in the Mail Room by 2:00p.m.
2. Incoming (U.S. Mail) will be ready for pickup by 3:00p.m. daily.
3. Mail, Express Mail or Federal Express must be delivered to the Mail Room by 2:00p.m.

General Information

**Note: Allow extra processing time  
Large or bulk mailings.**

1. The postal machine in the Mail Room does not accept mail over 30lbs.
2. There is a U.S. Post Office, at 1750 Lundy Avenue, San Jose, adjacent to Brokaw Road.
3. If there are additional questions about Mail, Mail Room Service, staff can be reached at 453-6867