

Purchasing Guidelines

Mail Services

Mail Services

The SCCOE Mail Room provides mail and small parcel services for the central office and school sites and is located in the Ridder Park campus.

Services provided by the Mail Room are as follows:

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

Hours of Operation

- Monday to Friday from 8:30am to 5:00pm.

Pick-up and Delivery Times

- Outgoing U.S. mail, Federal Express and California Golden State packages must be in the mailroom by 3:00pm.

General Information

- The postal machine in the mail room does not accept mail over 70 pounds.
- The closest U.S. Post Office is at 1750 Lundy Avenue, San Jose (Lundy and Brokaw)