



# Guidelines for Sending Mail on Grant Wood AEA Vans

To ensure that mail is delivered in a timely manner, please use the following guidelines:

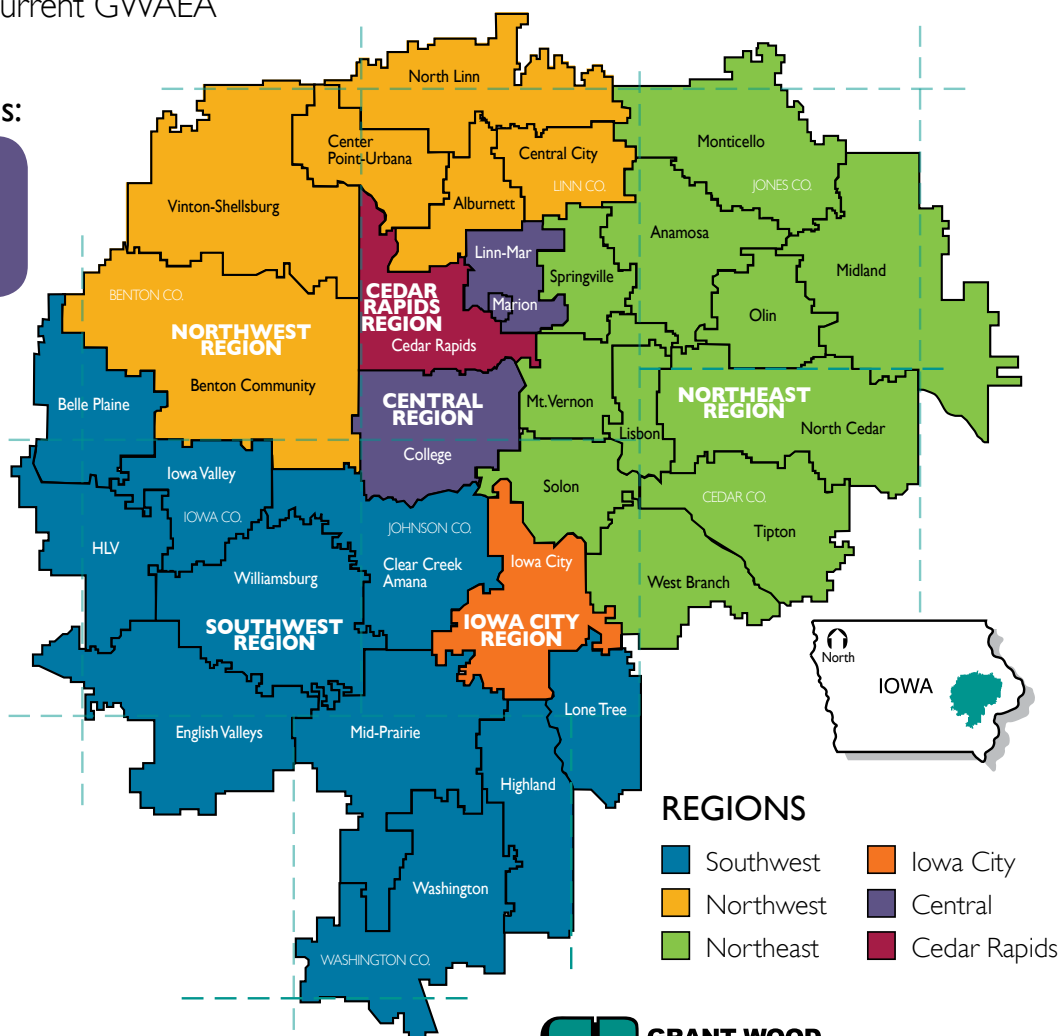
- Student records should be sent through the US mail, NOT Grant Wood AEA vans. Mail that is not addressed correctly will be sent to the District Administration Office. We do not hold any mail.
- Each piece of mail should have BOTH building and district listed along with the correct route number. Labels should be addressed in the same manner as the current GWAEA Directory.

The correct format to use is:

Mary Jones  
Vernon Middle School  
Marion Independent  
I-I

“It is our responsibility to make sure the mail is delivered to the right recipient in a timely manner.”

- Place a return address on your mail so it can be returned if needed. If you choose to re-use envelopes, please make sure all previous addresses are marked out.
- Large mailings need prior approval. Please contact Valerie Taylor Hill at [vhill@gwaea.org](mailto:vhill@gwaea.org) or 319-399-6824.



REGIONS	
<span style="color: blue;">■</span> Southwest	<span style="color: red;">■</span> Iowa City
<span style="color: orange;">■</span> Northwest	<span style="color: purple;">■</span> Central
<span style="color: green;">■</span> Northeast	<span style="color: maroon;">■</span> Cedar Rapids



For questions on van mail contact any one of the following people

Hope Runge .....319-399-6435 or 800-332-8488, ext. 6435  
Kim Novotny.....319-399-6838 or 800-332-8488, ext. 6838

**SIXTH STREET FACILITY**  
4401 Sixth Street SW  
Cedar Rapids, IA 52404

**33RD AVENUE FACILITY**  
1120 33rd Avenue SW  
Cedar Rapids, IA 52404

**CORALVILLE FACILITY**  
2301 Oakdale Boulevard  
Coralville, IA 52241