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
  1-1

- 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 or 319-399-6824.

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