Guidelines for Sending Mail on Grant Wood AEA Vans

To ensure that mail is delivered in a timely manner, please keep the following information in mind when addressing and preparing mail.

Student records should be sent through the US mail. If you choose to send this information through the van mail, please use a new envelope and make sure the address information is complete. 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 a name, BOTH building and district should be listed along with the correct route number. Labels should be addressed in the same manner as the current Grant Wood Area Education Agency Education Directory.

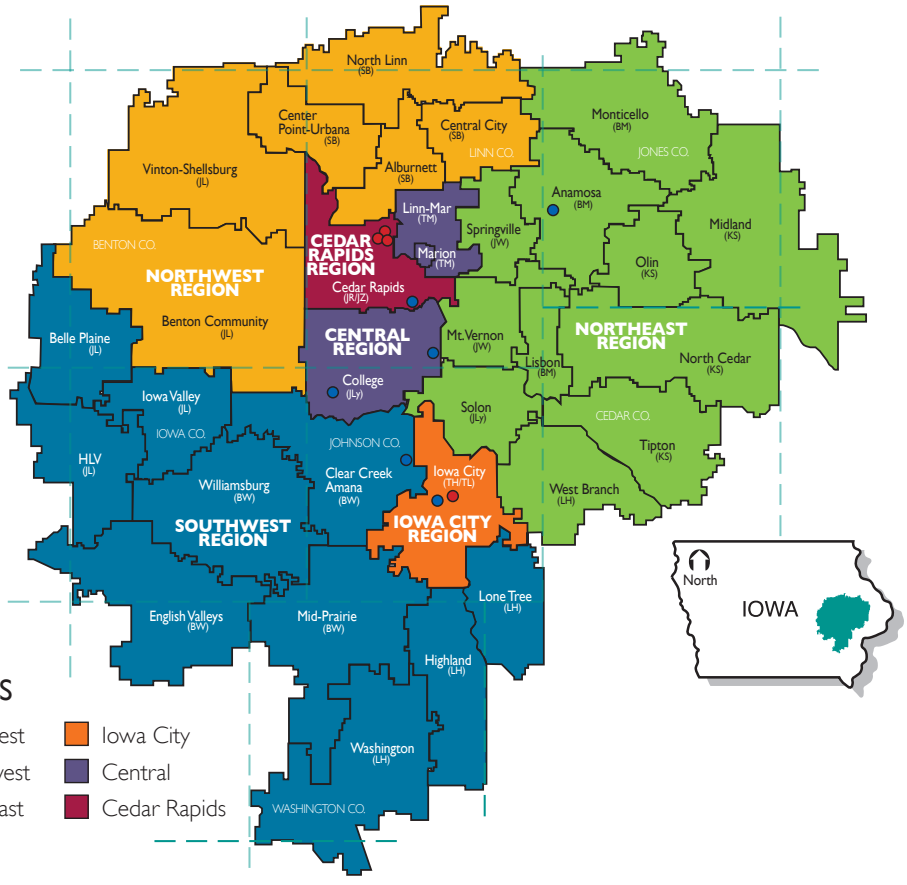
The correct format to use is:

Mary Jones
Vernon Middle School
Marion Independent
1-1

Including all of this information helps to insure that mail is delivered correctly.
Mail for superintendents needs to be labeled as such because many administrators receive their mail at a separate stop.
Place a return address on your van mail so it can be returned to the proper sender if there is difficulty in delivering it as addressed.
It is the sender's responsibility to make sure mail is addressed correctly. If you choose to re-use envelopes,
please make sure all previous addresses are marked out.

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

2015-2016 School Districts and Counties served by Grant Wood Area Education Agency



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

GRANT WOOD AREA EDUCATION AGENCY

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