



Guidelines for Sending Mail on Grant Wood AEA Vans

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

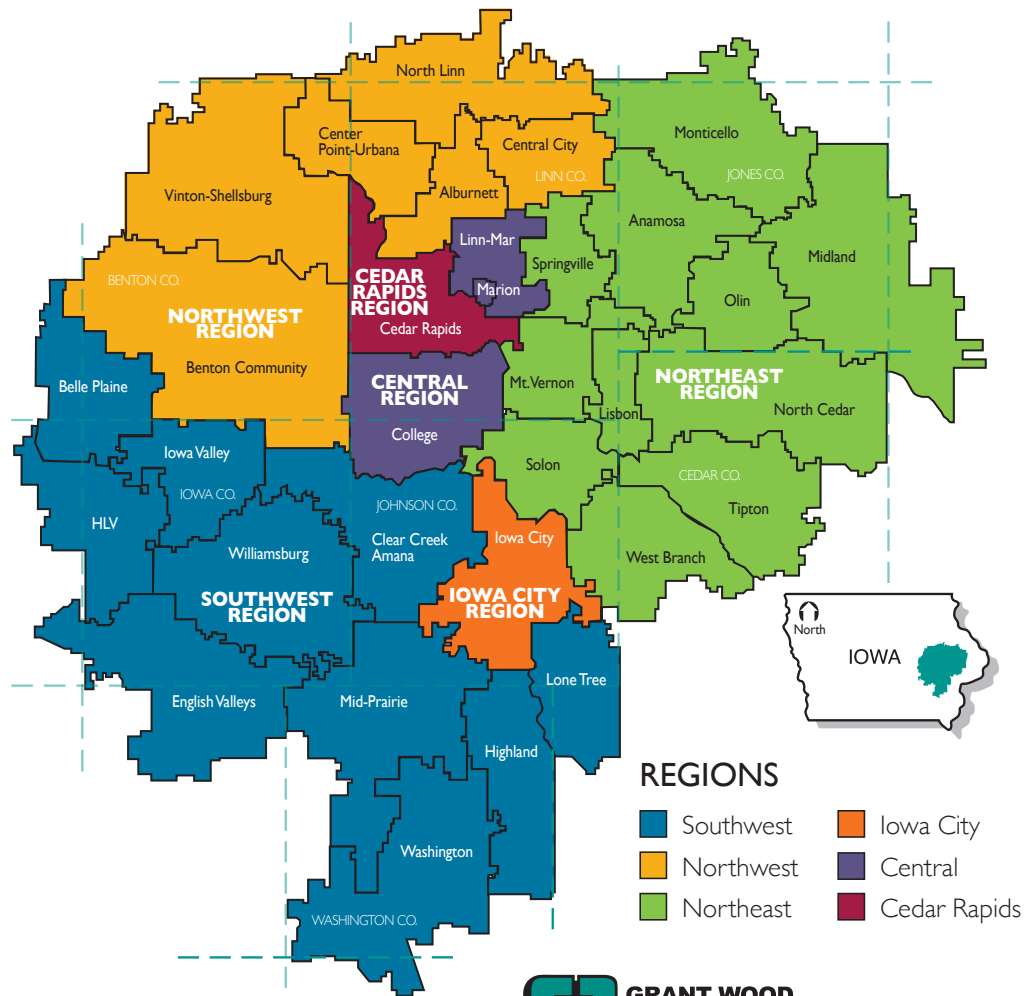
- Student records should be sent through the US mail, NOT Grant Wood AEA vans.
- Each piece of mail should have BOTH building and district listed along with the correct route number. Labels should be addressed in the same manner as the current GWAEA Directory.

- The correct format to use is:

Mary Jones
Vernon Middle School
Marion Independent
I-1

- Mail that is not addressed correctly will be sent to the District Administration Office. We do not hold any mail.

- 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 Jake Putnam at jputnam@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.”

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

Hope Runge - General Delivery
319-399-6435 or 800-332-8488, ext. 6435

Kim Novotny - Media Center Materials
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