



PORTLAND PUBLIC SCHOOLS



PONY MAIL GUIDELINES

ADDRESS REQUIREMENTS FOR PONY MAIL

All PONY mail should include a complete address (receipt, department, and building) to ensure prompt accurate delivery.

Many programs or departments have names that include words: Facility, Student, Support, or Special. Please include exact department and building site on each envelope.

Completely obliterate prior delivery locations on both sides of recycled pony envelopes.

Address “flats” completely. Show “TO” in the upper left side and “FROM” in the upper right side of the envelope.

Mail improperly addressed may be misdirected or returned for clarification.

PREPARATION REQUIREMENTS FOR PONY MAIL

PONY mail that is received in Mail Services before 9:00 a.m., or from an EARLY AM route, will be available for the next scheduled PONY delivery.

PONY mail that is received in Mail Services between 9:00 a.m. and 4:00 pm, or PONY mail that is picked up from the MID-AM routes, will be available for the next scheduled delivery.

To ensure the completion of special large PONY mail deliveries, it is essential that these be received in the PEC Mail Services Department, on Floor L2, Room 70, as early in the day as possible.

Mail that is picked-up from an EARLY AM route is sorted and available to each PEC office after 9:30 a.m. PONY mail picked up on a MID-AM route is available after 2:00 p.m.

Separate all inter-district mail from USPS mail.

Similar letters and alphabetical mailings should be rubber banded or boxed.

For letter sized mailings, use manila envelopes for PONY mail and white envelopes for USPS mail.

CHARTER AND COMMUNITY BASED ALTERNATIVE SCHOOLS (CBOS)

Many of our local district schools host a Charter School or Community Based Alternative School (CBOS) for the pony while others pick up their PONY mail here at the PEC building.

Address mail to Charter and Community Based Alternative Schools (CBOS) as follows:

- Name of Person
- Name of CBO
- At: Name of hosting school where pony delivery occurs

Contact Mail Services at 503.916.3783 or 503.916.3720 for more information on these sites.

EDUCATIONAL SERVICE DISTRICT COURIER SERVICE

Only PUBLIC schools within Multnomah, Clackamas, and Washington Counties can be reached the ESD Courier Services without the use of postage.

Multnomah County ESD Courier picks up and delivers mail at the PEC Mail Services Department on Tuesdays and Thursdays.

MESD Courier Services may be adjusted during Winter Break, Spring Break, and Summer Break.

Label mail with the person, building, school, and ESD District to which it is to be delivered.

Time Sensitive mail addressed to public schools in the Tri-County area should be mailed. Attach a note to Tri-County ESD mailings requiring metering.

Mail, with no note attached indicating it is to be metered, will be delivered through the ESD Courier Service.

Approval is required from MESD to transfer boxes.