**MAIL DROP OFF**

The following information is needed to drop off mail in the mail center:

School/Office Name Click here to enter text.

Location # Click here to enter text.

MUNIS Code Click here to enter text.

 (Must have 0531 for the object)

Date of drop off Click here to enter text.

Signed Click here to enter text.

Phone # Click here to enter text.

This information must be completed before your mail can be sent out.

Thank you for your cooperation.

**Report cards, progress reports, medical records and**

**other personal information cannot be mailed as bulk mail.**

**Mail Center Use Only**

Received: Via Pony School drop off

**Quantity Postage Mail Class Notes**

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