

PICK UP/DELIVERY SERVICE CODES AND DAYS

(September through mid-June. Limited delivery service available mid-June through August).

IMPORTANT! If your mail needs to go to a school building other than the superintendent's office, you must label your piece/s of mail with the school's name along with the Delivery Code. The JCISD only makes deliveries to the superintendents' offices (some schools have exceptions and are listed below).

School Deliveries	Delivery Code	Delivery Day(s)
Columbia Schools Superintendent Office Adult & Community Education Brooklyn Elementary Columbia Central High School Columbia Central Middle School Norman A. Miller Elementary	B-11	MONDAY
Concord Superintendent Office Concord Elementary School Concord Middle School Concord School of Opportunity	A-6	FRIDAY
daVinci Administration & Secondary daVinci Downtown Center daVinci Primary School (K-8)	C-24 C-23 C-25	THURSDAY
East Jackson Superintendent Office East Jackson Community Education East Jackson High School East Jackson Middle School East Jackson Elementary	B-1	MONDAY
Francis Street School	B-14	MONDAY
Grass Lake Superintendent Office George Long Elementary School Grass Lake High School Grass Lake Middle School	B-8	MONDAY
Hanover-Horton Superintendent Office Hanover-Horton Elementary Hanover-Horton High School Hanover-Horton Middle School	A-8	MONDAY
Jackson Christian High School	C-9	THURSDAY
Jackson College	C-15	THURSDAY
Jackson County Health Department	C-22	AS NEEDED
Jackson District Library	C-11	AS NEEDED
Jackson ISD East Campus Jackson Area Career Center Kit Young Center Lyle Tarrant Center Transportation Department	D-4 D-2 D-5 A-3 D-1 D-6	M-F MONDAY M-F M-F M-F M-F
Youth Center	C-12	THURSDAY
Jackson Preparatory & Early College (JPEC)	C-21	THURSDAY
Jackson Public Superintendent Office 4th Street Learning Center Bennett Elementary School Cascades / Frost Elementary School Dibble Elementary School Hunt Elementary School Jackson High School Jackson Public Schools Montessori Center Jackson Pathways Middle School of Parkside Northeast Elementary School Sharp Park IB World School South Central MI Virtual (SCMV)	D-3	MONDAY & THURSDAY

School Deliveries	Delivery Code	Delivery Day(s)
Lumen Christi High School	A-15	THURSDAY
Michigan Center Superintendent Office Arnold Elementary School Keicher Elementary School Michigan Center Junior/Senior High School Michigan Center Preschool/ECDD Program	B-1	MONDAY
Napoleon Superintendent Office Ackerson Lake High School & Community Center Ezra Eby Elementary School Napoleon High School Napoleon Middle School Pirates Cove Child Care Pirate's Cove Pre-School	B-9	MONDAY
Northwest Superintendent Office Kidder Middle School Northwest Alternative High School Northwest Early Elementary School Northwest Elementary School Northwest High School Northwest Pre-School & Child Care	A-2	THURSDAY
Paragon Academy	A-19	THURSDAY
Queen of Miraculous Medal Schools	C-4	THURSDAY
St. Johns	C-5	THURSDAY
St. Marys	C-7	THURSDAY
Springport Superintendent Office Springport Elementary Springport High School Springport Middle School	A-4	THURSDAY
Trinity Lutheran	C-1	THURSDAY
Vandercook Lake Superintendent Office Townsend Elementary School Vandercook Lake Middle & High School	B-16	MONDAY
Western Superintendent Office Bean Elementary School Parma Elementary School Warner Elementary School Western High School Western Middle School Woodville	A-12	THURSDAY

