

Below is a list of the current schools and some of the many departments with the Blue Valley School District that are commonly used for interoffice envelopes.

Please note that some schools also have both a middle and elementary with the same name. Keep in mind that many schools also have similar acronyms so that your interoffice envelope gets to its actual destination.

High Schools

BVA – Blue Valley Academy
BVH – Blue Valley High
BVN – Blue Valley North
BVNW – Blue Valley Northwest
BVSW – Blue Valley Southwest
BVW – Blue Valley West

Middle Schools

ABM – Aubry Bend Middle
BVM – Blue Valley Middle
HMS – Harmony Middle
LKM – Lakewood Middle
LMS – Leawood Middle
OMS – Oxford Middle
OTM – Overland Trail Middle
PRM – Pleasant Ridge Middle
PSM – Prairie Star Middle

Elementary Schools

BRE – Blue River Elementary
CHE – Cedar Hills Elementary
CPE – Cottonwood Point Elementary
HES – Harmony Elementary
HRT – Heartland Elementary
IVE – Indian Valley Elementary
LES – Leawood Elementary
LKE – Lakewood Elementary
LVE – Liberty View Elementary
MTE – Mission Trail Elementary
MOR – Morse Elementary
OHE – Oak Hill Elementary
OTE – Overland Trail Elementary
PSE – Prairie Star Elementary
STAN – Stanley Elementary
STIL – Stilwell Elementary
SPE – Sunrise Point Elementary
SRE – Sunset Ridge Elementary
TCE – Timber Creek Elementary
VPE – Valley Park Elementary
WSE – Wolf Springs Elementary

District Office Campus

BVAC – Blue Valley Administrative Center
(holds the Superintendent's Office, Benefits, Blue Valley Educational Foundation (BVEF), Business and Finance Departments, Communications, Human Resources (HR), Payroll, among others)
BVEC – Blue Valley Education Center
(holds the Academic Services department and Instruction Design Support Team)

BVSC – Blue Valley Service Center (inside of Blue Valley Academy)

(holds the ACCESS, GEAR and BV ENTERPRISES programs and Printing Services)

CAPS – Center for Advanced Professional Studies

DCW – District Center West

(currently holds All Point Transportation)

RDC – Receiving & Distribution Center (also houses the Library Processing department)

SSC – Support Services Center

(holds the Operations and Maintenance, Food Services, Information Technology (IT), Planning and Facilities, and Safety and Security departments)

Hilltop Learning Center

Hilltop Learning Center (HLC)

(holds the Early Childhood, Student Services, and Parents as Teachers departments)

Wilderness Science Center

Wilderness Science Center (WSC)

Here are a few helpful tips to help get your interoffice and USPS mail to where it needs to go quickly and efficiently:

Make sure to fill out interoffice envelopes correctly and fully.

From left to right, an interoffice envelope should have the following: The date being sent, the person receiving the envelope and their building/department location, and the sender's name and building/department location.

When in doubt, spell it out! If you aren't sure of a location, spell it out fully on the interoffice envelope. This also helps when people with similar names (or the same last name) are located within the same building or department.

When sending in any mail to the mailroom, please attach a Postage Request form (BV-901) with it as well. The white copy is to be sent to us with your mail that needs postage and the yellow copy is yours to keep for your records and helps with any questions you may have about your mailing charges. This helps us charge the correct departments and individuals for mailings.

Departments do move from time to time! For example, many of the offices that now reside within the Hilltop Learning Center were once based out of the Service Center and District Center West. By checking the location, you help prevent incorrectly labelled mail from going to the wrong locations.

The Mailroom only sends out mail and receives mail via USPS and the Receiving and Distribution Center receives all FedEx and UPS packages and parcels. The RDC can also ship UPS packages, but not FedEx. If you need to ship via FedEx, please affix a prepaid shipping label from fedex.com before sending your package to the RDC for shipment. If you need assistance locating a package, please note which services deliver to which department.

Feel free to ask Printing Services or the mailroom if you have specific questions about mailings you wish to send out. We can help you determine if your mailings can qualify for a bulk rate price, if your postcards need to be adjusted to fit USPS guidelines, if there's a better envelope to send out bulky mailings with and much more.

We hope that these tips and tricks help you get the most out of the services available to you and wish you a great start to the 2017-2018 school year.