

## Visitor Protocols & Procedures

*Please limit the amount of guests with you.*

### Benefits & Retirement Payments

Come to the main entrance of the administration building, let the receptionist know that you are there to speak with Mrs. Paula Milko. As another option, you may come to the administration building to drop off your payments by depositing the sealed envelope in the drop box, located in the lobby.

### Payroll

Come to the main entrance of the administration building, let the receptionist know that you are there to speak with Mrs. Catherine Maiorano. You must present your MASD employee badge to obtain access to the offices.

### New Hires

Come to the main entrance of the administration building, let the receptionist know that you are there to speak with Mrs. Nadine Holtzman and that you are a newly hired employee of MASD.

### Tax Office

Please continue to mail your payments. If a receipt is required, enclose a self addressed and stamped envelope. As another option, you may come to the administration building to drop off your taxes by depositing the sealed envelope in the drop box, located in the lobby. NO CASH will be accepted, checks and money orders will be the only two ways to pay. If you need a copy of your paid receipt from a previous year, please send us a self-addressed and stamped envelope along with your written request.

## Records Office

All requests for records and transcripts must be made by e-mail to Amber Peebly or by calling 412-664-3628. No Walk-in requests will be accepted. There is a \$2.00 fee for transcript requests which can be mailed to the MASD Records Office at 3590 O'Neil Boulevard, McKeesport PA 15132

## Registration/Enrollment Office

If possible, complete the enrollment forms and uploads on our website. You will never need to come into the building, if everything is uploaded to your form.

If you need to use a computer in our building, please call to make an appointment with our registrar at 412-664-3700. Appointments will be 30 minutes in length, so please come prepared with three proofs of residency, student birth certificate, and immunization records. Students who are not completely enrolled by August 6 are not guaranteed enrollment for the first day of school.