

**Lewiston School Department  
Request for Earned Balance of My Contract  
Deadline: May 15**

Dear Superintendent,

Please consider this written request for the earned balance of my contract as required by Article XI, Salaries, Section A of the Agreement between the Lewiston School Committee and the Lewiston Education Association.

Such balance is to be received not later than July 3. Proper payroll deductions shall be made from these checks for retirement and any other authorized deductions so as to afford coverage until the first deduction in the fall.

Sincerely,

Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_