

**LEWISTON SCHOOL DEPARTMENT**

**Request for Leave for Administrators**

**I request the following leave:**

**Date(s):** \_\_\_\_\_

**Reason (professional/vacation/non-work days):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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

**Superintendent's Action**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

**Reason:** \_\_\_\_\_

\_\_\_\_\_  
**Superintendent of Schools**

**Please submit to the Superintendent of Schools.**