

To Whom it may concern,

My name is Michael Updike. I am the I.T. Director for a small private school in Indianapolis, IN called The Oaks Academy. We are a nonprofit private school with a mission to provide an excellent education to children from low income families. This year we filed our E-Rate form 470 a little late, on the 8<sup>th</sup> of March due to a few circumstances, including the fact that I was given new responsibilities regarding standardized tests, and was focused on that responsibility at the time. Because of the requirement that a full 28 days goes by before a form 471 can be filed, we will not be able to file a form 471 until April 5<sup>th</sup> despite the deadline of March 22<sup>nd</sup>. This letter is to humbly ask that we be allowed to file our form 471 on the 5<sup>th</sup> so that we can receive funding in 2018. We have come to depend on the E-Rate funding for our fiber-optic Internet connections. Especially now that our state is requiring standardized testing to be taken solely on computers, these reliable Internet connections are a must for us.

Thank you for your consideration,

Michael Updike  
Director of Information Technology  
The Oaks Academy