



April 3, 2018

# Glenbrook School

1674 Country Club Circle, Minden, LA 71055, (318) 377-2135, Fax (318) 377-0578  
[www.glenbrookschool.com](http://www.glenbrookschool.com)

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
445 12th Street, SW  
Washington, DC 20554

Re: Request for Waiver of Form 471 Filing Deadline for Funding Year 2018  
CC Docket No. 02-6

Contact:

Glenbrook School  
BEN 81370  
Kim Floyd, Business Administrator:  
1674 Country Club, Minden, LA 71055  
318-377-2135  
[kfloyd@glenbrookschool.com](mailto:kfloyd@glenbrookschool.com)

FY 2018 Form 471 Application #: 181042255

Dear Ms. Dortch,

I am writing to respectfully request the FCC to grant a waiver of the Funding Year 2018 Form 471 deadline so that our Form 471 E-rate application will be considered as having been filed within the 'window.' The Form 471 was submitted on April 3, 2018.

Missing the deadline was due to an error on my part. I had 04/22/2018 in my calendar as the due date rather than 03/22/2018. Upon returning from Spring Break I went to complete the form and realized I had missed the deadline. We are a small private school and count on these funds to help provide internet service to our students.

We realize that previous precedent is for the Commission to grant Form 471 deadline waiver requests if the Form was submitted within 14 days of the Form 471 deadline.<sup>1</sup> In light of the reasons stated above, we respectfully request the FCC view these extenuating circumstances as good cause to waive the Form 471 deadline for this application.

Thank you for your consideration of our request.

Respectfully submitted,

Kim Floyd  
Business Administrator



<sup>1</sup> Requests for Waiver and Review of Decisions of the Universal Service Administrator by Academy of Math and Science et al.; Schools and Libraries Universal Service Support Mechanism, CC Docket No. 02-6, Order 25 FCC Rcd 9256, 9259, para. 8 (2010) (Academy of Math and Science Order).