To Whom It May Concern:

I am a recent hire of Orlando Day Nursery (1/22/2018), and even though I have been made aware of the E-Rate filing, I was unable to get the training. My predecessor did not leave filing instructions for me, and I have tried to learn it on my own, but it has proven to be a time consuming process without someone to guide me. I am applying for the waiver in hopes of being granted more time to complete the filing so that my organization is not penalized for my lack of experience in the E-Rate filing process.

I humbly appreciate your consideration.

Best Regards,

Wendy Parker

Office Manager

Orlando Day Nursery