April 7, 2018

**Letter of Appeal – Request for Waiver**

To Whom It May Concern:

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| --- | --- |
| Entity & BEN | Academy of St. Adalbert (BEN 47368) |
| Contact Person | Susan Herman |
| **Contact Information** |  |
| Mailing Address - | 56 Adalbert Street, Berea, Ohio 44017 |
| Phone Number - | (440) 234-5529 |
| Email Address - | sherman@saintadalbert.org |
| Funding Year | FY2018 |
| Application Type & Application Number | Form 471 Application Number 181042459 |
| FRN | 18990831061899083106Bottom of Form |
| Appeal Reason | Staff changes |
| Proceeding No. | 02-6 |

**Appeal Explanation:**

We are in the middle of a transition in our Business Office. Due to these changes, the grace period was missed and our application was filed on April 6. 2018. We are requesting the appeal because we are a small school and we greatly benefit from E-Rate.

Sincerely,

Mrs. Susan Herman

Principal

Academy of St. Adalbert