



BISHOP WARD
HIGH SCHOOL

To Whom It May Concern:

This letter/waiver is being submitted to request a waiver of the missed Form 471 deadline for the current E-rate Cycle. **The Form 471 application number to reference is: 191042202.**

Due to several circumstances, the deadline of March 27 for the current year's Form 471 was missed. The E-rate coordinator, Mr. John Riley, was distracted by an unusual amount of IT concerns and other duties:

- >>>The issues that accompany the first year of rolling out a 1:1 school wide Chromebook initiative
- >>>Coordinating of the annual state-wide student assessments
- >>>Completing and submitting annual state reports
- >>>The issues of changing to a different SIS (School Information System) at the beginning of the 2nd semester

The above circumstances affected meeting the March 27th deadline. I can only hope that the review team will consider them in the request for the waiver of the deadline.

Sincerely,

John J. Riley
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