School of St. Philip

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April 27, 2018

Proceeding: 02-6

Michelle Kramer, Principal

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School # 64136

FRN#1899083176

Explanation:

I am relatively new in working with the E-Rate Schools and Libraries program and have struggled with the timelines. I went in to submit my 471 form after waiting the 28 days but didn’t realize that the deadline was earlier than last year and I missed the deadline. I was out of the office and didn’t realize I missed it until I went to file for 471. My school is a small institution with limited funds and we count on the E-Rate programming to make our technology systems run smoothly and fiscally responsibly. I am normally on top of deadlines and meet expectations easily, but I have struggled to understand the timelines.

PLEASE allow us to have an extension so that I may still submit the 471 and receive services through the E-Rate program. I know that it is in the best interests of our students to maintain this program and I very much appreciate your consideration.

Sincerely,

Michelle Kramer