**Subject: Late Filing of FCC form 471 for FY2018**

**To whom it may concern,**

**I am new to USAC and the E-Rate system. Back when I created the 471 forms for my District, at the end there are 2 options “Submit for Certification” and “Certify”. My assumption was I would “Submit for Certification” and USAC would certify the form (I now know that this is incorrect). On March 23rd, I checked the site to see what my status was, and saw it had yet to be certified. So I contacted USAC and they helped me to correct it (by clicking Certify), but noted that I was now 1 day outside the filing window. I asked what I needed to do regarding that, and they said to wait. That it may be possible that the request would be approved, but should it be denied, I would then have to submit an Appeal. I was not aware that I needed to submit a waiver through FCC directly to move my request into the window or I would have done so.**

**Now that we are nearing the end of the FY, I was getting prepared for filing my BEAR forms July 1st, and was surprised to find I did not have any FCDL’s for 2018. So I called USAC. It was then I was aware of the “out-of-window” status, and informed of the process for filing a waiver at fcc.gov/ecfs.**

**I have spoken with individuals at FCC who work with E-Rate, and I am aware that I am very late in filing for a waiver, but ask that an exception be made. I am still trying to learn and understand the E-Rate process and would hate for my District to miss out on funding as a result of my inexperience.**

**The FCC for 471 Applications are:**

**181038833 -**

**181038954**

**181039106**

**181039392**