



## Alamo Heights Independent School District

July 19, 2018

Federal Communications Commission  
445 12<sup>th</sup> Street SW  
Washington, DC 20554

RE: Waiver Request

To Whom It May Concern:

On behalf of Alamo Heights Independent School District I would like to request a waiver. I missed the deadline to submit Form 471. Please accept my apology for this oversight. Although I'm able to maintain my daily duties, in January and February I was cross training in payroll since our payroll clerk would be on maternity leave. Needless to say I got behind on some of my duties and with our office short staffed through June, I completely forgot about filing for E-rate.

Entering the 2017/2018 E-rate year we signed a three year contract with our internet provider. Please consider allowing me to complete the 2018/2019 filing process to receive the E-rate discount. I'm attaching a copy of our contract for your review.

With sincere gratitude,

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