November 12, 2019

To Whom It May Concern,

My name is Wade Pilloud and I am the new E-Rate coordinator for the Kootenai School District in Harrison, Idaho. I am new to the position and district as the previous person I replaced left the district under less than favorable conditions. Yesterday I attended my first E-Rate training to discover I had missed the deadline of October 28 to file Form 472. I had been checking into the USAC website, but did not see or understand the deadline. I am also the new K-12 principal and our superintendent is also new to the district this year so we have had an entire changeover of administration.

We are a very small district (140 students) in a rural setting and the loss of these funds would cause an extreme hardship for our district. I feel terrible about missing the deadline, however I did not know it existed. I am requesting an extension to fill Form 472; specifically, for the 120-day filing deadline rule based on personnel changes in our district. I have been in contact with Todd Lawrence, the Idaho State Department of Education E-Rate coordinator and he is aware of our situation and suggested the waiver request.

I would be happy to supply any further documentation or requested materials if needed. Thank you for your time and consideration.

Respectfully,

Wade Pilloud