12/18/2017

**Letter of Appeal – Request for Waiver**

To Whom It May Concern:

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| --- | --- |
| Entity & BEN | Clay Local School District (BEN 130050) |
| Contact Person | Todd Warnock |
| Contact Information |  |
| Mailing Address - | 44 Clay High St, Portsmouth, OH 45662 |
| Phone Number - | 740-354-6644 |
| Email Address - | <warnockt@claylocalschools.org> |
| Funding Year | FY2017 July 1, 2017-June 30, 2018 |
| Application Type & Application Number | Form 471 Application Number 171042659 |
| FRN | 1799096512 1799096632Bottom of Form |
| Appeal Reason | We had a retirement of our Superintendent/Contact person in August 2017. Emails weren’t forwarded and we didn’t get the information to file timely since we didn’t have the duties correctly assigned to a new Superintendent/Contact. |
| Proceeding No. | 02-6 |

**Appeal Explanation:**

We had a retirement of our Superintendent/Contact person in August 2017. Emails weren’t forwarded and we didn’t get the information to file timely since we didn’t have the duties correctly assigned to a new Superintendent/Contact. We request a waiver so that we can properly file our BEAR with the new personnel in place and duties assigned.

Sincerely,

Todd Warnock  
warnockt@claylocalschools.org