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Shawsheen Valley Technical High School

100 Cook Street, Billerica, Massachusetts 01821-5499
Internet Address: www.shawsheen.tec.ma.us

CHARLES LYONS
Superintendent-Director

Tel.: (978) 667-2111
Fax: (978) 663-6272

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February 15, 2008

Marlene H. Dortch, Secretary
Federal Communications Commission
Office of the Secretary
445 12th Street, SW
Washington, DC 20554

Subject: CC Docket No. 02-6
BEN #120373

CC: 02-6

Dear Ms. Dortch,

On behalf of Shawsheen Valley Technical High School, we are submitting a request for waiver regarding the deadline for filing Form 471. As the new Director of Community Services hired August 2007, this was my first encounter with the process. I truly believed, after many calls to USAC and tutorials, that I had the ERate program under control. I mistakenly misinterpreted the deadlines as I became entrenched in the accuracy of the forms and processes. The outcome resulted in a forced late submission of our Form 471 on February 12, 2008, two business days after the deadline as our Form 470 was processed on January 11, 2008.

In addition, during a SPIN change process, I learned via our provider and a helpful USAC representative, that our long-distance information was overlooked in last year's application process. However, we have corrected the oversight by filing and submitting a separate Form 470 solely for long distance.

I am taking full responsibility for these oversights. As directed by Reginald Seay, a senior consultant from ERate Program LLC, I am hopeful that you will be as understanding as he during my learning process of ERate. With his guidance, we followed his instructions to present to USAC my newly appointed role and my ever-determined commitment to the ERate program. Going forward, I do not expect these misinterpretations of deadlines. Please feel free to contact me by phone (978) 671-3607 or email ckarakaedos@shawsheen.tec.ma.us if you require any further information.

Again, I cannot appreciate your understanding enough. Thank you for considering our request for a waiver.

Sincerely,

Carissa Karakaedos
Director of Community Services

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Billerica, MA 01821

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