



## Archdiocese of St. Louis

Cardinal Rigali Center  
20 Archbishop May Drive  
St. Louis, Missouri 63119

3/28/13

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

Re: Request for Waiver  
St. Louis the King School at the Cathedral  
Billed Entity Number 16074174

I am an employee for the Archdiocese of St. Louis. My title is Special Projects Manager, Finance Office. This year I have been asked to file for the E-Rate discount for 5 different Archdiocesan Schools. One of the 5 schools (St. Louis the King School at the Cathedral) had never filed before therefore needed a new Billed Entity Number.

On 2/14/13 when I realized this school did not have a Billed Entity Number I called USAC. I left a message requesting assistance. We played phone tag for a few days and it wasn't until 2/26/13 before I was able to send the required information on the schools letterhead. I received the Entity # on 2/28/13 and immediately filed the 470.

Today is the 28<sup>th</sup> day after filing the 470. The service provider has been selected and I have just submitted the 471 online.

I am therefore requesting a waiver to allow for the extended deadline to file the 471. I may be reached at 314-792-7119 or [vrobinso@archstl.org](mailto:vrobinso@archstl.org).

Sincerely,

Vicki Robinson  
Special Projects Manager, Archdiocesan Finance Office