



fighting poverty through education

September 30, 2013

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RE: Appeal to Form 486 Notification

To Whom It May Concern,

I am writing to appeal the Service Start Date on the Form 486 Notification Letter for Funding Year 2012. We received this notice dated August 28, 2013, and were shocked to find that our service start date was moved from 07/01/12 to 04/16/13, therefore reducing our funding by more than \$3000.

Upon further inspection into this issue it was discovered that the application was not certified until August 14, 2013, which was one day after the deadline. Unfortunately, the employee who submitted this application is no longer with us. She left just a week after submitting the application. She did however assure us that she had met all of her E-Rate deadlines, and we had no reason to doubt her.

Please give us a chance to redeem ourselves from this costly error made by our former employee. I am including the entire Form 486 Notification Letter for your reference. Katie McLean was the original applicant, but Tonya Passey will be the contact person going forward. Her information is found below. Thank you for your attention to this very important matter.

Sincerely,

Victoria Mori
Executive Director

Tonya Passey
tonya@guadalupeschoolslc.org
Work- 801-531-6100 ext. 1111
Fax- 801-531-6106