



## Trinity Lutheran School

4560 Glendale Avenue  
Toledo, OH 43614



January 21, 2014

Received & Inspected

JAN 28 2014

FCC Mail Room

Letter of Appeal  
Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of Secretary  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554

Re: Form 471, Application Number 923111 / CC Docket No. 02-6  
Request for Review

This letter is an appeal of the USAC's Funding Commitment Decision Letter for Funding Year 2013 for Trinity Lutheran Day School. In accordance with the appeal process, I am including the following information:

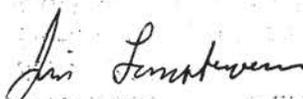
Appellant Name: Jim Landskroener  
Applicant Name: Trinity Lutheran School  
Applicant BEN: 46986  
Service Provider Name: Northern Buckeye Educational Council  
SPIN: 143007175  
Form 471 Application Number: 923111  
Funding Commitment Decision Letter: Funding Year 2013  
Exact decision that we are appealing: \$0 - Funding year 2013, FCC Form 471 Postmarked Outside of Window Letter.

Trinity Lutheran School's E-Rate Form 471 was certified outside of filing window. To my knowledge, Trinity Lutheran School never received a letter or e-mail stating Form 471 was not certified, otherwise I would have complied.

It is important to note that the 2012-2013 school year was my first year as Principal of Trinity Lutheran School. In addition to learning the roles and responsibilities of my new job, I was assigned the task to complete all E-rate forms. Learning the duties of my new position, and also a new funding program, was overwhelming. I submitted Form 471 online, and assumed all criteria were met. It is disheartening to discover all the work that was dedicated to learning a new funding program, and all the time that was invested in filing Forms 470 and 471, was for naught, just because a certification page was erroneously not submitted. If I would have know the certification page needed to be submitted, I would have complied; that is the easy part!

In light of the stated events, Trinity Lutheran School hopes you will reconsider and approve our Form 471 application. I strongly feel this was clearly a clerical error. Thank you in advance for your consideration.

Sincerely,

  
Jim Landskroener, Principal  
Trinity Lutheran School

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