**School or Library Letterhead**

Date

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
45 L Street NE  
Washington, DC 20554

Re: Request for Waiver of Form 471 Filing Deadline for Funding Year 2024

CC Docket No. 02-6

Contact:

Name of School or Library:

School or Library Billed Entity Number (BEN):

Contact Name, Title:

Address:

Phone:

E-mail:

FY 2024 Form 471 Application #: XXXXXX

Dear Ms. Dortch,

I am writing to respectfully request the FCC to grant a waiver of the Funding Year 2024 Form 471 deadline so that our Form 471 E-rate application will be considered as having been filed within the ‘window.’ The Form 471 was submitted on XXXX, 2024.

Reason for submitting late: Provide a reason here why you missed the March 27, 2024 deadline.

We realize that previous precedent is for the Commission to grant Form 471 deadline waiver requests if the Form was submitted within 14 days of the Form 471 deadline.[[1]](#footnote-1) In light of the reasons stated above, we respectfully request the FCC view these extenuating circumstances as good cause to waive the Form 471 deadline for this application.

Thank you for your consideration of our request.

Respectfully submitted,

Name  
Title

1. *Requests for Waiver and Review of Decisions of the Universal Service Administrator by Academy of Math and Science et al.*; *Schools and Libraries Universal Service Support Mechanism*, CC Docket No. 02-6, Order, 25 FCC Rcd 9256, 9259, para. 8 (2010) (*Academy of Math and Science Order*). [↑](#footnote-ref-1)