

## **Tomorrow, February 7, is Last Day to File 471s for Year 10!**

Tue 2/6/2007 4:02 PM

This is your final reminder that the Year 10 Form 471 Filing Window closes at 11:59 p.m. EST (our time would be 10:59) tomorrow (Wednesday, February 7)! A few notes about some SLD system errors and quick reminders:

### **SLD System Errors**

Many applicants have been reporting that the SLD website is EXTREMELY slow and some have been receiving error messages when completing their 471s. Although the Client Service Bureau will tell you it's due to the version of Adobe or IE that you're using, it is actually just due to the high traffic volume being placed on the SLD servers at the end of the window. If you receive an error, exit the 471 and try again. If you experience unbearably slow response times on the website, try to submit your application late tonight or early tomorrow before Californians rise and shine.

### **Reminders:**

1) If you are filing late tomorrow and the SLD website is having technical difficulties that won't allow you to submit your application, call the SLD at 888-203-8100 to report the problem so it's recorded in your files in case of an appeal (and then send me an e-mail). If you are planning to eCertify tomorrow, you may want to do so before your local post office closes just in case the eCertification system goes down and you need to paper certify.

2) If you have made an error on your 471, you can correct it 1 of 2 ways:

a) Submit a new 471 before tomorrow's deadline with a new, correct FRN, and then cancel the original erroneous FRN when the Receipt Acknowledgement Letter (RAL) arrives. -- OR --

b) Wait and just correct the mistake on the RAL. If your mistake is that you have requested TOO LITTLE funding, then file a new 471 today. You cannot request additional funding on the RAL.

3) Item 21 attachments do not need to be submitted or postmarked by the close of the window. But the 471 and 471 certification page must be postmarked or submitted online February 7, 2007 11:59 EST (our time: 10:59 CST).

4) Don't forget that the person signing the form must use the correct date! (Meaning, make sure they didn't sign it 2/7/06 instead of 2/7/07.)

5) If your school doesn't have an NCES code -- leave it blank! If you've already looked on the NCES spreadsheet (<http://tpesc.esc12.net/erate/yrlresources.html>) and your school doesn't have one, leave it blank on the form. You'll get a pop-up reminder, just hit OK and proceed with your application. Also, only school buildings have NCES codes -- non-instructional facilities (NIFs) do not.

6) Proof of Postmark

If you mail your application and/or certification pages, be certain to retain a copy of proof of postmark. I also suggest printing out a copy of the courier's online proof of delivery page and retaining it with your files. Those pages are normally purged from the courier's website six months after delivery. You might be wise to keep a copy of the receipt that you paid your bill...

Happy Last Day of Filing! Call or e-mail me if you need me.

**Cathey George**

State E-Rate Coordinator