# Superintendent’s Memo #015-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 17, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: E-rate Filing Window for FY 2019 and E-rate Training

The FY2019 E-rate application filing window opens on Wednesday, January 16 at noon EST and closes on Thursday, March 27 at 11:59 p.m., EDT. FCC Forms 471 for FY2019 certified during the window will be considered as timely filed.

**VDOE E-rate Training:**

The Virginia Department of Education (VDOE), in collaboration with the Virginia Society for Technology in Education (VSTE), will convene two, one and a half day E-rate trainings for school staff responsible for E-rate. School staff who attend the training are typically division technology directors, division staff designated to assist with E-rate, CTO’s, and finance staff.

The training will be conducted by the VDOE and cover the competitive bid process, the mini-bid process using VITA state master contracts, Category Two budgets, service provider contracts, and invoicing. Even if school divisions have a paid consultant for E-rate, this is a great opportunity to keep current with E-rate changes, supervise the process, learn more about the E-rate program, and network with colleagues. Participants are encouraged to attend both training days because topics will be covered in sequence. The training is free for participants, but divisions must reimburse for travel and other expenses. The training will be held in the following locations:

January 29-30, 2019

Southwest Virginia Higher Education Center

One Partnership Circle

Abingdon, Virginia, 24210

The January 29 training will be held from 8:30 a.m. to 4 p.m. and the January 30 training will be held from 8:30 a.m. to 12 p.m.

Inclement weather dates for the E-rate training in Southwest Virginia are February 12-13, 2019.

February 5-6, 2019

Chesterfield County Career and Technical Center

13900 Hull Street Road

Midlothian, Virginia 23112

The February 5 training will be held from 8:30 a.m. to 4 p.m. and the February 6 training will be held from 8:30 a.m. to 12 p.m.

[Registration](https://vste.org/get-e-rate-great-free-vdoe-e-rate-training-for-2019/) for the E-rate training is now open and will close on January 23, 2019. [Attachment A](http://doe.virginia.gov/administrators/superintendents_memos/2019/015-19a.docx) (word) contains the agenda for the E-rate training sessions.

If you have any questions about this information, you may contact Dr. Susan M. Clair, Learning Infrastructure Coordinator, VDOE, at [susan.clair@doe.virginia.gov](mailto:susan.clair@doe.virginia.gov) or (804) 786-9281.

JFL/smc

### Attachment: Agenda for E-rate Training