



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

March 7, 2014

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Item 21 Entry Portal for E-Rate Applicants**

An online tool that may assist school divisions with E-Rate filing has been developed by EducationSuperHighway, the not-for-profit organization also responsible for the recent Virginia SchoolSpeedTest. The [Item 21 Entry Portal](#) is designed to provide a concise way for divisions to create the 2014-15 E-Rate Form 471 Item 21 attachments. At the same time, it also aggregates cost data from E-Rate participants to provide divisions with the ability to see the lowest prices paid for Internet and telephony connectivity and equipment so that schools have access to competitive, affordable prices for technology.

If your school division is interested in using the Item 21 Entry Portal after completing the division's E-Rate Form 471, go to [www.item21portal.org](http://www.item21portal.org) to create an account. A PDF that is ready to submit via e-mail to the Universal Service Administrative Company (USAC) is generated. A short video detailing the process may be found at <https://vimeo.com/87714190>.

The deadline for entering information into the portal for this cycle is March 26, 2014.

If you have questions, please contact Gail Warren, project coordinator, by telephone at (757) 470-3017 or via e-mail at [gail.warren@doe.virginia.gov](mailto:gail.warren@doe.virginia.gov).

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