

# How to Cancel a Form 471 via RAL

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# The Basics

# What is a RAL?

A RAL is also known as a Receipt Acknowledgment Letter.

A RAL is created for each certified Form 471, and contains a summary of the next steps in the application process.

You can use the RAL to cancel a certified Form 471.

The main contact person for any certified Form 471 will receive a RAL in their News Feed

date Form 471 was submitted

**E-rate Productivity Center** This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 191000006 for Funding Year 2019 on 1/17/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS  
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost a [...More](#)

My FY2019 C1 Form 47... #116 - School District 6

Jan 17, 2019 ☆ 🔒 Comment More Info ▾

### How to get here:


- 1) Landing Page
- 2) Click on link for independent school or school district
- 3) Click on "News" link in the menu at the top of the page

① Click on the name of the Form 471 to proceed to the form

# Accessing a Form to Cancel

## ① Go to the Landing Page for the organization

### My Applicant Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

#### Pending Inquiries

Type

Funding Year

Application/Request

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

# Accessing a Form

② Scroll to the “FCC Forms and Post-Commitment Requests” section of the Landing Page

▼ Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
1916	Eligible Entities	My Customer Service Case	Pending	10/3/2019 11:15 AM EDT
1915	FCC Form 472 - BEAR	My Customer Service Case	Pending	10/3/2019 11:01 AM EDT
914	Eligible Entities	My Customer Service Case	Pending	10/4/2017 11:53 AM EDT

▼ FCC Forms and Post-Commitment Requests

FCC Forms  
 Post-Commitment Requests

Form Type:

Funding Year:

Nickname	Application Number	Funding Year	Status
No items available			

③ First change the “Form Type” menu to display “FCC Form 471” and then select the Funding Year

# Accessing a Form

▼ **FCC Forms and Post-Commitment Requests**

FCC Forms **Status**  All  
 Post-Commitment Requests  Incomplete  
 Certified  
 Committed

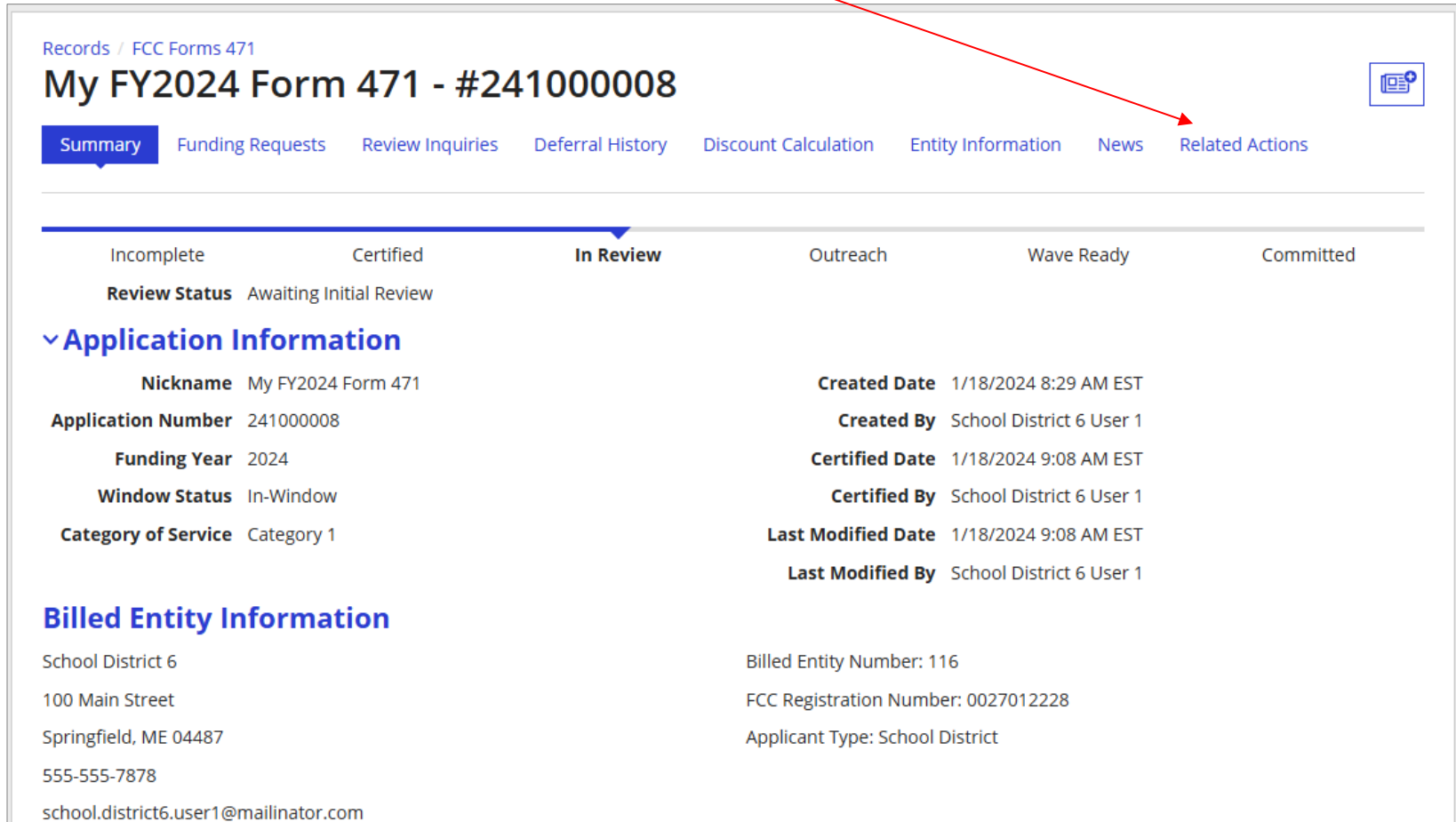
**Form Type** FCC Form 471 ▼  
**Funding Year** 2024 ▼

Application Number	Nickname	Funding Year	Status	Certified Date
<a href="#">241000008</a>	My FY2024 Form 471	2024	Certified	1/18/2024 9:08 AM EST

④ Click on the link for a certified Form 471

# Accessing a Form

⑤ On the summary page for the Form 471, click on the “Related Actions” link



Records / FCC Forms 471

## My FY2024 Form 471 - #241000008

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

Incomplete Certified **In Review** Outreach Wave Ready Committed

**Review Status** Awaiting Initial Review

### Application Information

<b>Nickname</b>	My FY2024 Form 471	<b>Created Date</b>	1/18/2024 8:29 AM EST
<b>Application Number</b>	241000008	<b>Created By</b>	School District 6 User 1
<b>Funding Year</b>	2024	<b>Certified Date</b>	1/18/2024 9:08 AM EST
<b>Window Status</b>	In-Window	<b>Certified By</b>	School District 6 User 1
<b>Category of Service</b>	Category 1	<b>Last Modified Date</b>	1/18/2024 9:08 AM EST
		<b>Last Modified By</b>	School District 6 User 1

### Billed Entity Information




School District 6	Billed Entity Number: 116
100 Main Street	FCC Registration Number: 0027012228
Springfield, ME 04487	Applicant Type: School District
555-555-7878	
school.district6.user1@mailinator.com	

# Accessing a Form

Records / FCC Forms 471

## My FY2024 Form 471 - #241000008

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

-  **Respond to Inquiries**  
Answer Reviewer Questions.
-  **Apply Summer or Winter Deferral**  
Action to opt for Summer or Winter Deferral.
-  **Submit Modification Request (RAL)**  
Submit a RAL Modification Request for this Application

⑥ Click on the “Submit Modification Request (RAL)” link

# Canceling the Form

# Canceling the Form

## Form 471 Modification Request

Would you like to request changes to an entity or this application?

APPLICATION

ENTITY

[> RAL Request Help](#)

① Click on the "APPLICATION" button

DISCARD REQUEST

FINISH & SUBMIT REQUEST

# Canceling the Form

② Select “Application Details” from the sub-category menu

## Form 471 Modification Request

Would you like to request changes to an entity or this application?

**APPLICATION ✓** ENTITY

Select the sub-category you want to modify

Please select a value

Please select a value

Application Details

Funding Request Details

DISCARD REQUEST

FINISH & SUBMIT REQUEST

# Canceling the Form

## Form 471 Modification Request

Would you like to request changes to an entity or this application?

**APPLICATION ✓** ENTITY

Select the sub-category you want to modify

Application Details

[> RAL Request Help](#)

DISCARD REQUEST

CONTINUE FINISH & SUBMIT REQUEST

③ Click on the "CONTINUE" button

# Canceling the Form

**Application Details**

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How would you like to proceed?

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④ Click on the “CANCEL APPLICATION” button

# Canceling the Form

⑤ Click on the “YES” button in the pop up to verify you want to cancel the form

The screenshot displays a web interface for managing an application. At the top, the breadcrumb trail reads "Records / FCC Forms 471". The main heading is "My FY2024 Form 471". Below this, there are navigation tabs: "Summary", "Funding Requests", and "Review". A "Related Actions" dropdown menu is visible on the right. The central content area is titled "Application Details" and asks "How would you like to proceed?". It features two buttons: "CANCEL APPLICATION ✓" (highlighted in dark blue) and "EDIT APPLICATION". At the bottom of the main content area, there are "BACK" and "CONTINUE" buttons. A white modal dialog box is overlaid on the screen, containing the question "Are you sure you want to cancel this application?" and two buttons: "NO" and "YES". A red arrow points from the text above to the "YES" button in the dialog.

# Canceling the Form

Records / FCC Forms 471

## My FY2024 Form 471 - #241000008

Summary Funding Requests Review Inquiries Deferral History Discount Calculation Entity Information News **Related Actions**

### Form 471 Modification Request

Would you like to request changes to an entity or this application?

**APPLICATION** ✓ ENTITY

Select the sub-category you want to modify

Please select a value

Application details can not be edited as the request has been made to cancel this application.

▼ Requested Changes *change request shows here*

<input type="checkbox"/>	Category	Name/Number	Change type	Old Value	New Value	Requested Date
<input type="checkbox"/>	Application Details	241000008-My FY2024 Form 471	Cancel Application	Certified	Cancelled	6/26/2025 10:30 AM EDT

REMOVE

> RAL Request Help

DISCARD REQUEST

⑥ Click on the "FINISH & SUBMIT REQUEST" button to finalize the request

FINISH & SUBMIT REQUEST

# Canceling the Form

⑦ Click on the “YES” button in the pop up to verify one last time that you want to cancel the form

Records / FCC Forms 471

## My FY2024 Form 471

Summary Funding Requests Review In Progress News Related Actions

Are you sure you want to submit the request?

### Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

*Application details can not be edited as the request has been made to cancel this application.*

#### Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old Value	New Value	Requested Date
<input type="checkbox"/>	Application Details	241000008-My FY2024 Form 471	Cancel Application	Certified	Cancelled	6/26/2025 10:30 AM EDT

#### > RAL Request Help