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## How to Submit Your RFI\_Intent to Apply Application

### Paper Copies

Send or deliver **ten (10) hard copies**, including any attachments, to the Department of Education and Early Learning at the address below.

NOTE: Applications must be received—**not** postmarked—by due date.

### Electronic Copy\*

Email **one electronic copy** of the complete RFI, including attachments, cover sheets, and data sample(s) to: [Education@seattle.gov](mailto:Education@seattle.gov) by the deadline. Must be in MS Word, MS Excel, or Adobe PDF format.

### Naming Your Files

Name the files you send as follows:

**RFI File Name:** SchoolName\_ElementaryRFI\_ITA

[Example: Concord\_ElementaryRFI\_ITA]

### Subject Heading

Put the following in the subject line of your email:

SchoolName\_ElementaryRFI\_ITA

[Example: Concord\_ElementaryRFI\_ITA]

### Mailing Address

For U.S. Postal Service **ONLY**

Department of Education and Early Learning  
RFI\_ITA\_Name  
PO Box 94665  
Seattle, WA 98124-6965

### Physical Address

For hand-delivery or sending through FedEx, UPS, or other courier:

Department of Education and Early Learning  
RFI\_ITA\_Name  
700 5<sup>th</sup> Avenue, Suite 1700  
Seattle, WA 98104

### \*Having trouble sending your electronic file?

If you email your application and get an error message that your file is too large, try "zipping" it before you send it. On PC machines, point your cursor to the file and right-click your mouse. Choose **Send To>Compressed (zipped) Folder**. This will create a new folder on your desktop with the same name as the original file. Now send an email to [Education@seattle.gov](mailto:Education@seattle.gov) and include this zipped folder as an attachment.

### Questions

Contact [Sue Rust](#), (206) 615-0465 or [Christy Leonard](#), (206) 684-0607

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