



# Attendee Guide

**A Hybrid Event** *Hosted by National Association of ESEA State Program Administrators*

## Recommit, Renew, Reimagine

We are teachers of English learners, children that migrate, students that endure poverty, and kids that face discrimination, abuse, violence, homelessness, and more every day. And while the challenges may change, the process for resolution is constant. We gather the data that matters, interpret it, and use that information to tailor evidence-based services that ensure the success of each student. Through these challenges, we keep the focus on what matters. We improve ourselves to better the lives of our kids. When it's dark, we find the bright spots to keep our students going. Where there are obstacles, we chart a path over, around, under, or through to keep moving forward. We look back on our progress with pride, but don't hesitate to take that next step towards a better future. Join a national community of educators as we hone those fundamental skills that support our kids. Together, we keep on fighting the good fight. We take care of each other and we focus on what really matters—our kids.

**February 16-19, 2022**

New Orleans, LA  
at the Ernest N. Morial  
Convention Center

**& Online**

**Federal programs  
practitioners from  
around the country  
will convene in New  
Orleans and online  
for meaningful and  
timely professional  
development – you've  
got to be there!**

**“Awesome conference and great presentations! The conference was engaging, encouraging, and offered timely content. A wealth of knowledge was put before me. There is so much to learn, practice, and implement in my classroom. Wonderful Resources.” - 2021 National ESEA Conference attendee**



# What Is the National ESEA Conference?

The National ESEA Conference is an annual project of the National Association of ESEA State Program Administrators (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The Conference emphasizes the critical nature of doing what's right and what's needed today - to help every child succeed and achieve at high levels. While Title I, Part A is the largest federally-funded program focused on the needs of disadvantaged students, the Elementary and Secondary Education Act (ESEA) offers a host of other related programs. ESEA provides more than \$27 billion in annual aid to local education agencies so that all children can meet challenging state academic standards. ESEA and other significant federal education programs include:

- **Title I, Part A** - Education for the Disadvantaged
- **Title I, Part C** - Education of Migratory Children
- **Title I, Part D** - Neglected & Delinquent
- **Title II, Part A** - Supporting Effective Instruction
- **Title III, Part A** - English Learners & Immigrant Education
- **Title IV, Part A** - Student Support & Academic Enrichment
- **Title IV, Part B** - 21st Century Community Learning Centers
- **Title V, Part B** - Rural Education Initiative
- **Title VI, Part A** - Indian, Native Hawaiian, and Alaska Native Education
- **Title VII, Part B** - Education for Homeless Children and Youth (McKinney-Vento Homeless Assistance Act)
- **IDEA** - Individuals with Disabilities Education Act (Special Education)

# Welcome Back!

## Return to In-Person

We've learned a great deal from the abrupt transition to digital learning brought on by the pandemic. However, there is no replacement for in-person networking and we've missed the human connections that can only be made when we are together in the same place. **We are thrilled to welcome you back in person, and there is no better place to do so than New Orleans!** Many of the COVID-19 guidelines currently in place in New Orleans are expected to be lifted in the coming months and we are feeling very optimistic about the full reopening of the city in advance of the Conference. Of course, the health and safety of our attendees, presenters, and exhibitors are of the utmost importance, and any COVID-19 precautions in place during the event will be adhered to and taken seriously. We look forward to seeing you there!

## Health & Safety

The New Orleans Ernest N. Morial Convention Center has achieved [GBAC STAR™ accreditation](#) through the Global BioRisk Advisory Council, which certifies that the facility is implementing the industry's highest standards of cleaning, disinfection, and infectious disease prevention and is the leading standard of prepared facilities. The latest health and safety plan of the Ernest N. Morial Convention Center is [available here](#).

## A Hybrid Approach

**We hope you will join us in New Orleans** - but we recognize that travel restrictions or other factors may prevent some from attending the Conference in-person. If this applies to you, don't worry - you can still be a part of the action! We are pleased to announce a virtual registration option - which allows you to participate in live sessions, access the same great content, and interact with your colleagues - both those in New Orleans and those joining from home. Last year's virtual Conference was a resounding success and we're excited to combine the virtual and in-person audiences into the first-ever hybrid National ESEA Conference!

# Conference Schedule

“The ESEA Conference offered inspiration and motivation in a very challenging year. I enjoyed the keynote speakers’ exuberance and feel grateful I got to be a part of such a wonderful conference.”

- 2021 National ESEA  
Conference attendee

Times shown are listed in Central Daylight Time  
(local time New Orleans, LA)

## Tuesday, February 15

12:00 PM – 9:00 PM - Badge Pick Up

## Wednesday, February 16

7:00 AM – 5:30 PM - Badge Pick Up

9:00 AM – 10:15 AM - Opening Keynote

10:30 PM – 5:30 PM - Concurrent Sessions

## Thursday, February 17

7:30 AM – 5:00 PM - Badge Pick Up

8:00 AM – 9:00 AM - Keynote

9:15 AM – 10:45 PM - Concurrent Sessions

10:00 AM – 4:30 PM - Exhibit Hall Open

10:45 AM – 12:45 PM - Exhibitor Sessions &  
Dedicated Exhibit Hall

12:45 PM – 3:00 PM - Concurrent Sessions

3:00 PM – 4:30 PM - Exhibitor Sessions &  
Dedicated Exhibit Hall

4:30 PM – 5:30 PM - Keynote

## Friday, February 18

7:30 AM – 5:00 PM - Badge Pick Up

8:00 AM – 9:00 AM - Keynote

9:00 AM – 3:30 PM - Exhibit Hall Open

9:00 AM – 11:00 AM - Exhibitor Sessions &  
Dedicated Exhibit Hall

11:00 AM – 2:30 PM - Concurrent Sessions

2:30 PM – 3:30 PM - Exhibitor Sessions &  
Dedicated Exhibit Hall

3:30 PM – 5:00 PM - Concurrent Sessions

## Saturday, February 19

8:00 AM – 1:00 PM - Badge Pick Up

9:00 AM – 12:30 PM - Concurrent Sessions

12:45 PM – 2:00 PM - Closing Keynote

Schedule subject to change.

Complete schedule with session details will be available this fall.

# Registration Options

Virtual and In-Person Registrations are priced the same.

	Individual	Group Package Mix & Match in-person and virtual registrations
2021		
July	July - August 31 <b>Summer Special Hotel Package!</b> See details - page 6  <b>\$599 Early Bird</b> July 1 - December 31	<b>\$559 each Group Rate</b> (10 or more people) July 1 - December 31
August		
September		
October		
November		
December		
2022		
January	<b>\$659 Standard</b> Starting January 1	No Group Packages available after December 31
February		

## Group Registration

We're excited to offer a special group discount for ten or more attendee registrations purchased together. Both in-person and virtual registrations may be included in the group of at least ten. This enables schools, districts, or other groups to save on registration costs, pay for multiple attendees in one easy step, and the flexibility to assign individual attendee names and choose the types of registration, closer to the event.

For group packages of 10 or more attendees, a coupon code will be emailed to the purchaser's account as soon as payment is processed. When they're ready to register, each attendee in your group will enter the coupon code in their account Dashboard at checkout to activate their registration.

## Every Registration Includes:

- 130+ sessions over four days
- Five keynote presentations
- 3-month subscription to Video On Demand (*including sessions from the previous and current Conferences*)
- Q&A chat opportunities with presenters
- Attendee-to-attendee networking via live chat, discussion boards, messaging
- Conference Guide - PDF
- Downloadable session materials
- Individual attendance certificate for tracking session hours
- Option to earn one graduate-level extension credit for attending a majority of sessions (*Extra \$75 fee applies - enroll online through the University of San Diego website link - enrollment opens in fall 2021*)
- Virtual Exhibitor Directory

## Each In-Person Registration Includes All the above PLUS:

- Attendee-to-attendee networking in-person
- Printed Conference Guide
- Conference App
- Exhibit Hall access for two days
- Lodging at special attendee rates \$275 - \$285/night (includes taxes)
- Access to local attractions in New Orleans

# Purchase early for the best price!

# Hotels



## Hotel Rates

In order to ensure the best possible rates, the National ESEA Conference contracts several years in advance of each conference for the necessary hotel rooms offered. Part of the contract requirement is that the Conference prepays for all rooms at the contracted rate plus mandated taxes and tourism assessment fees. The rates available to attendees and exhibitors are based on the contract rate combined with those prepaid taxes and tourism fees. The Conference does not charge taxes or fees on hotel reservations, but the breakdown of how much of the flat rate is attributed to prepaid taxes and fees is itemized on the invoice for transparency.

**Sheraton New Orleans**  
**\$280 /night\***  
 500 Canal St

**Embassy Suites**  
**\$275 /night\***  
 315 Julia St

**New Orleans Marriott**  
**\$280 /night\***  
 555 Canal St

**Hilton New Orleans Riverside**  
**\$285 /night\***  
 2 Poydras St

\*All prices shown include tax.

## Summer Special Hotel Package

**Limited Time Offer:** **Save up to \$60 on your hotel stay!**

To qualify for the discount:

- Select and pay for BOTH the Early Bird in-person conference registration AND a hotel reservation
- Receive a \$10 discount per night
- Available July 1 - August 31 only

## Policies

In-person registration is required prior to securing hotel reservations. All reservations are made via the event section of your account Dashboard and require payment in full, in advance. Hotels will not sell rooms directly to attendees within the conference block nor at the conference rates. Refunds are available on cancelled hotel reservations on the same sliding scale as registration items – based on the date the cancellation form is submitted. A reduction in the number of nights of a hotel reservation is considered a cancellation of the nights no longer needed and the same refund scale is applied to the cost of each reduced night of the stay.

# Traveling Near & Far

## Airport

The Louis Armstrong New Orleans International Airport (MSY) is located approximately 15 miles away from the Ernest N. Morial Convention Center.

## Ground Transportation

There are several transportation options available from the [Louis Armstrong New Orleans International Airport](#) to the conference hotels and the Convention Center including shuttles, car rentals, taxis, buses, and ride-share services such as Uber and Lyft. Please refer to the [airport's ground transportation web page](#) for more information.

## Airport Shuttle New Orleans

Shuttle service is available from the airport to the Conference hotels and other New Orleans locations for \$24.00 (per person, one-way) or \$44.00 (per person, round-trip). Tickets can be purchased at the Airport Shuttle ticket booth located on Level 1 Baggage Claim between Doors 3 and 4 or you may reserve your tickets online at [www.airportshuttleneworleans.com](http://www.airportshuttleneworleans.com).

## Parking

Parking at the Ernest N. Morial Convention Center costs \$20 for standard vehicles, \$40 for oversized vehicles. No in/out privileges.

Overnight parking is prohibited. [Parking map](#) available.

400 Calliope Street  
New Orleans, LA 70130

## Streetcar

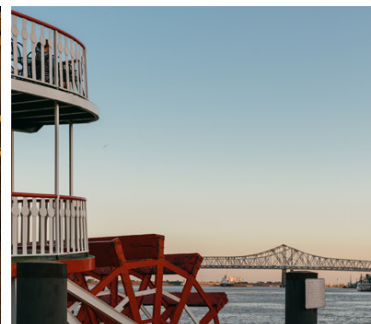
The city's historic streetcar line ensures visitors can easily explore all parts of the city. Visit [www.norta.com/Getting-Around/Our-Streetcars](http://www.norta.com/Getting-Around/Our-Streetcars) for fare, schedule, and safety information.

## Nearby Attractions

New Orleans is an eccentric and vibrant city that is home to many memorable attractions. The Conference is taking place in the heart of the city, giving attendees the opportunity to explore the famed French Quarter, wander the Garden District or unwind on Bourbon Street. Adventure seekers may enjoy ghost or swamp tours while history buffs can relish the many museums or riding one of the city's historic streetcars. Relaxation awaits on a jazz cruise down the Mississippi River on the Steamboat Natchez. Other attractions include Magazine Street, Café Du Monde, Mardi Gras World, and Harrah's Casino New Orleans. The list goes on!

For more information, visit:

- [www.neworleans.com](http://www.neworleans.com)
- [Tripadvisor.com](https://www.tripadvisor.com)



# How to Register

1. Go to [www.ESEAnetwork.org](http://www.ESEAnetwork.org) and create a free user account  
- or log in if you already have one.

*Note: Each person attending the Conference is required to have a separate, individual account in their own name. Multiple attendees cannot be registered on one account.*

2. From your account Dashboard, select "2022 National ESEA Conference"

3. Choose your preferred registration type

4. Enter your check in/out dates to select from available hotel rooms  
Hotel rooms are available at special discounted attendee rates when booked online through your account Dashboard. Hotel reservations are subject to availability and invoices must be paid in full before the invoice expiration date in order to be confirmed.

## Payment Options

Pay immediately with a credit card or select "pay later" to hold your registration and hotel reservation for up to 30 days or until January 7th, whichever comes first.

*Beginning January 8, 2022, registration and hotel reservations require payment in full at the time they are selected.*

## Check Payments

Once you have a check in hand, made payable to ESEA Network, return to your account Dashboard and follow the attached check payment instructions.

## Purchase Orders

Purchase orders are not an acceptable form of payment, therefore will not hold an invoice longer than the normal payment policy permits (see Attendee Payments & Policies). PO numbers may be added to an invoice, but are for your internal accounting purposes only.

## To Pay for Items On Hold by Credit Card

Return to your account Dashboard when you have your credit card ready. From the "Finance" tab, locate the payment due invoice and enter the credit card information. The card will be charged immediately.

# Questions? Call 800-256-6452

# Cancellations & Refunds

## Can I Change My Registration Type?

Maybe you planned to attend in-person in New Orleans and suddenly travel is no longer an option, or you bought a virtual registration but have decided to go to New Orleans...not to worry. You can easily swap your Early Bird or Standard registration type. In-person and virtual registrations may be exchanged, at no cost, from in-person to virtual or vice-versa, at any time. Registration changes must be requested in writing via the [online registration change form](#), available in the Conference section of the attendee Dashboard.

*Cancelled hotel reservations resulting from a change from in-person to virtual registration are subject to the Conference sliding-scale refund policy, without exception.*

## What If I Have to Cancel?

If you cannot attend the Conference, your registration and/or hotel reservation may be transferred to a colleague at no cost. If no other individual can attend in your place, you may also cancel. Either option requires the use of an online substitution or cancellation form, accessible from the Conference section of your account Dashboard.

## What About Refunds?

The sliding-scale refund policy applies to both attendee registration and hotel reservations and allows for larger refunds the sooner the cancellation is made. Please review the dates carefully to understand your financial obligations, as there are no exceptions to this policy.

Cancellation Received	Amount Refunded
Within 7 days of purchase	100% Refund
July 1, 2021 - October 15, 2021	90% Refund
October 16, 2021 - November 15, 2021	75% Refund
November 16, 2021 - December 15, 2021	50% Refund
December 16, 2021 - February 19, 2022	No Refund

Please note that cancellations are deemed eligible for a refund **based on the date the cancellation form is submitted from your account Dashboard**. Phone calls and emails are not acceptable forms of notification.

## Protect Your Investment with Travel Insurance

Circumstances beyond your control may prevent you from attending the Conference. We urge you to consider purchasing travel insurance, as there are no exceptions to the refund policy – even for unexpected instances such as:

- Cancelled flights or travel delays due to severe weather
- Illnesses or family emergencies
- Unexpected work obligations
- Any other unforeseen issues that prevent you from attending

Links to two travel insurance providers are available on the Attendee Payment Information page of the Conference website. Get a quick quote by entering your non-refundable travel expenses, such as: registration fee, hotel stay, and airfare.

Travel insurance plans vary in price based on your age, location, and total amount of expenses covered.

Travel Insurance  
Price Example:  
\$78-\$122 per person  
fee covers \$1500-  
\$2000 in travel expenses.

## Questions? Call 800-256-6452

# Attendee Terms & Conditions

*The following registration Terms and Conditions apply to all registrants. Even if you instruct someone else to log in to your account to complete your registration - it is your responsibility, as the registrant, to adhere to these Terms and Conditions. Please review them carefully.*

## Conference Conduct

The National ESEA Conference is dedicated to providing an inclusive experience for all participants, regardless of race, religion, gender, gender identity, and expression, sexual orientation, ability, physical appearance, age, or other marginalized affiliation. While at the conference, whether attending in-person or virtually, all participants are expected to behave with common courtesy and civility; conduct themselves in a businesslike, ethical, and appropriate manner; and avoid engaging in or facilitating any discriminatory or harassing behavior.

## Reserving Conference Items

Registration and hotel reservations may be reserved and held without payment for a maximum of 30 days. At the conclusion of the 30-day grace period, all unpaid items will automatically expire and return to the inventory for others to purchase. Beginning January 8, 2022, all registrations and reservations must be paid in full at the time of selection. Conference items are only confirmed upon receipt of payment in full. Attendees agree to accept any additional terms and conditions as set forth by the online conference platform.

## Check Payments

Checks are accepted only as follows. Make check payable to ESEA Network, EIN 05-0487084. With check in hand, enter check details when paying an invoice. Send the check and the printable online cover sheet to the invoice address via a traceable, overnight delivery service for receipt prior to the invoice expiration date.

## Credit Card Payments

All major credit cards are accepted for payment and are processed directly through the attendee Dashboard. Credit cards entered for payment are charged immediately; changing the form of payment will result in a \$75 administrative fee per affected invoice. Credit card statements will reflect a charge from "ESEA Network."

## Hotels

Hotel reservations within the conference block are available on a first-come, first-reserved basis at specially negotiated conference rates only to registered attendees. Room rates are charged at a flat rate; all locally mandated taxes and fees have been paid in advance by the Conference and are not directly charged to attendees. All hotel reservations must be paid in full via the individual attendee account to be confirmed.

Changes to hotel reservations can only be accepted via the online hotel reservation adjustment form. A reduction in the number of nights of a hotel stay is a cancellation of each reduced night and refund policies apply to any paid reservations. Hotel reservations may be moved from one conference property to another at any time, subject to availability. A \$35 change fee will apply to all reservation move requests received more than seven (7) calendar days after payment, in addition to any applicable rate differences between properties.

## Substitutions

Paid registrations may be transferred, at no cost, from one attendee to another at any time. To make a substitution, complete the online substitution form, available in the conference section of the attendee Dashboard.

## Registration Changes

In-person and virtual registrations may be exchanged, from in-person to virtual or vice-versa, at any time. Registration changes must be requested in writing via the online registration change form, available in the conference section of the attendee Dashboard. Cancelled hotel reservations resulting from a change from in-person to virtual registration are subject to the conference sliding scale refund policy, without exception.

## Health and Safety

Registrants acknowledge that in-person attendance at an event is completely voluntary. In exchange for being given the opportunity to register for and attend this event in-person, registrants hereby waive any and all claims or causes of action against the National Association of ESEA State Program Administrators ("the Association"), Show Management, its contractors, or staff for any exposure to COVID-19 or for contracting COVID-19, a related illness, or other harm that may result from registrants' in-person participation in this event. Registrants further agree to comply with the COVID-19 Conference Protocols published and made available to attendees by the Association and any safety guidelines or protocols posted or communicated onsite by the Association, Show Management, the host venue, or any governmental authority.

Continued on next page.....

# 2022 NATIONAL ESEA CONFERENCE

## Attendee Terms & Conditions (continued)

### Group Purchases

Upon receipt of payment in full, a unique coupon code will be sent to the email address on file for the user account under which the purchase was made. This coupon will be valid for the number of registrations purchased and should be entered at checkout by each group member to claim one of the available registrations. Registrations may be activated at any time and should be claimed as soon as possible. Once a group registration has been purchased, additional discounted registrations can be added at any time through December 31, 2021. Registrations purchased at a group rate are subject to the same substitution, cancellation, and refund policies as all other registration types. Eligible refunds will be calculated based on the number of individual registrations cancelled, the number of claimed registrations, the date of receipt of the cancellation request, and the sliding-scale refund policy. It is the responsibility of the purchaser to ensure that the individual registrations are shared with the appropriate attendees. Unclaimed registrations are not eligible for refunds. Cancellation and refund requests must be submitted by the individual that made the initial purchase. Substitution requests must be submitted by individuals that have claimed registrations within the group.

### Cancellations

Cancellations may be made at any time by submitting a cancellation request form, found in the attendee Dashboard. Telephone cancellations are not accepted.

### Refunds

All items cancelled by attendees may be eligible for a refund, based on the date of receipt of the completed cancellation form. Reducing nights of a hotel reservation is a cancellation of each reduced night and is subject to the same sliding-scale refund policy, as shown below.

Cancellation Received	Amount Refunded
Within 7 days of purchase	100% Refund
July 1, 2021 - October 15, 2021	90% Refund
October 16, 2021 - November 15, 2021	75% Refund
November 16, 2021 - December 15, 2021	50% Refund
December 16, 2021 - February 19, 2022	No Refund

No exceptions are made to the refund policy including in the case of weather, travel delays, illness or family emergencies, or unexpected work obligations. Travel insurance is strongly recommended to protect your investment.

### Virtual Event Conversion if Necessary

In-person interaction is an almost irreplaceable component of the attendee experience, and as such Show Management prioritizes maintaining opportunities for direct engagement at the Conference in New Orleans. However, should public health guidance make such interaction unfeasible or unsafe, adjustment or elimination of the in-person event may become necessary. The health and safety of attendees, presenters, exhibitors, and staff is our highest priority, and Show Management reserves the right and sole discretion to switch to an entirely virtual event and if necessary, change the online platform at any time in the best interest of the Conference. By purchasing an in-person registration, attendees agree that should Show Management determine that circumstances require a shift to an entirely virtual conference, their registration will be automatically converted to a virtual registration of equal or greater value (as determined by Show Management). In such a case, the standard registration refund policy will remain unchanged.

### Cancellation of Event

In the unlikely event that the Conference is cancelled entirely (rather than being converted to a virtual event), Show Management will refund any registration and hotel reservation purchases in full, and this refund (if any) shall be the full extent of Show Management's liability arising out of such cancellation. If you have not made any payments in relation to the Conference, then Show Management shall have no liability to you arising out of such cancellation.

## Need help convincing your leadership to send you to the Conference?

Customize this request for approval letter, which will help administrators understand the value of attending the 2022 National ESEA Conference. You'll return to your district with great ideas, relevant information, and the resources you need to move your team forward to face new challenges.

Dear \_\_\_\_\_,

I am writing to request approval to attend the 2022 National ESEA Conference to be held both virtually and in New Orleans, Louisiana on February 16-19, 2022 at the Ernest N. Morial Convention Center. The National ESEA Conference is four days of learning and skill-building focused on supporting disadvantaged children. The Conference welcomes thousands of K-12 educators from across the country each year. This year's theme, "Recommit, Renew, Reimagine" creates a singular focus for all attendees on the unique needs of disadvantaged children and our ability to centralize support across all ESEA Programs. Formerly called the National Title I Conference, the event remains committed to sharing resources pertinent to Title I, as well as a host of other federally funded education programs addressing the needs of disadvantaged students. Participants include state agency officials, school district administrators, school building leaders, and teachers – all gaining new knowledge, instructional strategies, and skills needed to transform student learning while positively impacting the future for our students.

As an attendee, I will participate in presentations from today's most inspiring leaders in education. I will receive important updates from the U.S. Department of Education about federal education funding issues and meet professionals who have taken significant steps to help students succeed.

Conference sessions are a combination of large group presentations with nationally recognized speakers, and smaller interactive workshops where I would have the chance to work directly with education experts. The new information that I will be able to share with the rest of our team will be extremely valuable. All of the Conference sessions are digitally recorded and each registration includes a three-month subscription to On Demand viewing. We can extend the learning to our entire group (and amortize the cost of attendance) by incorporating Conference session videos into our professional development activities.

By registering before September for the in-person event, I could take advantage of the Summer Special Hotel Package and receive a \$10/per night discount on my hotel reservation. The Early Bird registration price is \$599, until January 1st, when the standard price of \$659 takes effect. The complete cost of my attendance is listed below:

The complete cost of my attendance is listed below:

Registration:	_____
Transportation: (airfare, train, bus, etc.)	_____
Hotel fees:	_____
Meals: (not included with registration)	_____
Other:	_____
<b>Total Cost</b>	_____

Thank you in advance for your consideration. I believe that attending the National ESEA Conference will build my knowledge base to help students and team members. I look forward to hearing from you on this request as soon as possible.

Sincerely,



# NATIONAL ESEA CONFERENCE

FEBRUARY 16-19, 2022 | NEW ORLEANS & ONLINE

## CHECK PAYMENT INSTRUCTIONS

**ALL CHECK PAYMENTS MUST FOLLOW THESE CHECK INSTRUCTIONS EXACTLY.**

*Checks received without completing these instructions will be returned and items reserved will no longer be held.*

- Print all invoices to be included in this payment and request a check for the total amount.
  - Make check payable to: **ESEA Network**
  - A current W9 is attached; EIN: (05-0487084)
- When the check is issued and you have it in front of you, log in to your ESEAnetwork.org account and go to the Finance tab in your Dashboard.
  - Locate the invoice you wish to pay and select “View Now.”
  - Press the button at the bottom of the page to “Pay This Invoice.”
  - If your check is paying for more than one invoice: use the “Pay additional invoices” button to add each invoice ID number included in this payment. When the total amount due matches the amount of the check, select “pay now.”
  - Read and accept the Terms and Conditions.
  - Choose “check” as the payment method and enter the required check information.
  - Press the “Submit” button.
- Print the invoice that now includes the check details as you entered them.
- Enclose the check detail invoice with the check and send it by traceable, overnight delivery service such as FedEx or UPS, to:
  - ESEA Network
  - 532 North Franklin Street
  - Fort Bragg, CA 95437
  - 707-961-6202
- You’ll receive a confirmation email as soon as the check has been applied.

**IF THE CHECK IS NOT RECEIVED BY THE INVOICE EXPIRATION DATE,  
THE RESERVED ITEMS WILL NO LONGER BE HELD.**

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**National Association of ESEA State Program Administrators**

2 Business name/disregarded entity name, if different from above

**ESEA Network, National ESEA Conference**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► **Nonprofit corporation exempt under IRS Code Section 501(c)3**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**532 N. Franklin St.**

6 City, state, and ZIP code

**Fort Bragg, CA. 95437**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

**Employer identification number**

0	5	-	0	4	8	7	0	8	4
---	---	---	---	---	---	---	---	---	---

## Part II Certification

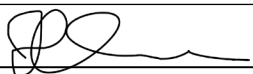
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of  
U.S. person ►



Date ► 4/01/2021

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.