



ATTENDEE GUIDE

A Hybrid Event

Hosted by, NAESPA - the National Association of ESEA State Program Administrators

This year's theme: **CREATE THE POSSIBILITIES**

As educators, we are blessed every day with many opportunities to create the possibilities for our students to reach their potential. Success is obtained in various ways, but we hold many pieces through the use of federal funds to create new avenues for our students to navigate. How we utilize our base component of the comprehensive needs assessment to build our school improvement plans and then our budgets can create unfathomable possibilities for our students, teachers, administrators, parents, guardians, and community. We can cultivate a creative culture for our schools to reach for the stars with the possibilities. Join us in Portland, Oregon or online at the National ESEA (Elementary and Secondary Education Act) Conference as we:

Create the possibilities...

- ...to review current research and data to guide instruction for students' success,
- ...for students by exploring vendor resources,
- ...to develop professional learning for faculty and staff to increase effectiveness,
- ...to build strong connections with our parents and stakeholders,
- ...to provide all children, in public and nonpublic schools, significant opportunity to receive a fair, equitable, and high-quality education, and
- ...to close educational achievement gaps as defined in ESEA.

As educators, we hold the key to create the possibilities of building the capacity of education professionals to provide children served by ESEA programs with a high-quality education.

- Ken Banter, 2024 Conference Planning Committee Chair

February 7-10, 2024

Portland, Oregon

**at the Oregon Convention Center
& Online**

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

"Very inspiring keynote speakers and presenters. Overall, I gained a lot of knowledge on various topics that I can share with leadership and staff."

- 2023 National ESEA Conference Attendee

WHAT IS THE 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.

The Elementary and Secondary Education Act (ESEA) was signed into law in 1965 by President Lyndon B. Johnson as a legislative priority of the “War on Poverty.” ESEA has undergone several forms of reauthorization, which initiated and augmented educational programs designed to improve the quality of elementary and secondary education in the United States. Title I, Part A is the largest federally funded ESEA program designed to address the educational needs of underprivileged children. Along with Title I, Part A, the following ESEA programs serve as the cornerstone for all sessions and programming of the National ESEA Conference:

- **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** - McKinney-Vento Homeless Assistance Act, Education for Homeless Children and Youth
- **IDEA** - Individuals with Disabilities Act (Special Education)

WELCOME!

A Hybrid Approach

We hope you will join us in Portland. If travel restrictions, cost, or other factors prevent you from attending the Conference in person, don't worry – you can still be a part of the action! We are pleased to offer a virtual registration option allowing you to participate in live sessions, access the same great content, and interact with your colleagues.

Session Formats

We're pleased to offer four types of sessions, which allow both the in-person and virtual audience access to each and every session on the schedule.

Hybrid Lecture sessions are presented in-person in Portland, while simultaneously live-streamed to the virtual audience. Lecture sessions are recorded for later viewing by all audiences. (60 minutes)

In-Person Workshop sessions involve an interactive component, with the presenter(s) in-person in Portland, and the in-person audience seated in small groups at round tables. In-person workshop sessions are recorded for later viewing by all audiences. (90 minutes)

Virtual Workshop sessions involve an interactive component, with both the presenter(s) and audience participating virtually. Virtual workshop sessions are recorded for later viewing by all audiences. (90 minutes)

Sponsored sessions take place in-person in Portland. Presented by our commercial partners, these sessions may include references to products and services of interest to the ESEA community. Sponsored sessions follow the same formats referenced above. (60-90 minutes)

Health and Safety

The health and safety of our attendees, presenters, and exhibitors is our highest priority. All in-person conference participants must be willing and available to adhere to any and all health and safety requirements in place at the time of the Conference as specified by the Association, Show Management, the host venue, or any governmental authority. We look forward to seeing you in Portland!

The Oregon Convention Center has obtained the Global Biorisk Advisory Council (GBAC) Star Accreditation. The GBAC STAR Facility Accreditation Program is performance-based and designed to help facilities establish a comprehensive system of cleaning, disinfection, and infectious disease prevention for staff and venues.



CONFERENCE SCHEDULE

Times shown are listed in Pacific Time
(local time Portland, OR)

Tuesday, February 6

12:00 PM – 9:00 PM - Badge Pick Up

Wednesday, February 7

7:00 AM – 5:00 PM - Badge Pick Up

9:00 AM – 10:30 AM - Opening Keynote

10:45 AM – 5:00 PM - Concurrent Sessions

Thursday, February 8

7:00 AM – 4:30 PM - Badge Pick Up

8:00 AM – 9:15 AM - Keynote

9:30 AM – 11:00 AM - Concurrent Sessions

10:30 AM – 5:00 PM - Exhibit Hall Open

11:00 AM – 12:00 PM - Dedicated Exhibit Hall Time

12:00 PM – 1:30 PM - Dedicated Exhibit Hall & Sponsored Sessions

1:30 PM – 5:00 PM - Concurrent Sessions

Friday, February 9

7:00 AM – 4:30 PM - Badge Pick Up

8:00 AM – 9:15 AM - Keynote

9:30 AM – 11:00 AM - Concurrent Sessions

9:15 AM – 3:00 PM - Exhibit Hall Open

11:00 AM – 12:00 PM - Dedicated Exhibit Hall Time

12:00 PM – 1:30 PM - Dedicated Exhibit Hall & Sponsored Sessions

1:30 PM – 5:00 PM - Concurrent Sessions

Saturday, February 10

8:15 AM – 12:30 PM - Badge Pick Up

8:30 AM – 9:45 AM - Keynote

10:00 AM – 12:45 PM - Concurrent Sessions

[Schedule subject to change.](#)

[Complete schedule with session details will be available in fall 2023.](#)

"This was my first time attending the Conference and it was a great experience! I'm super excited to implement some of the strategies I learned."

— 2023 National ESEA
Conference Attendee

REGISTRATION OPTIONS

Purchase early for the best price!

Virtual and In-Person Registrations are priced the same.

		Individual	Group Package Mix & Match in-person and virtual registrations
2023	June	\$629 Early Bird June 1 - December 31	\$589 each Group Rate (10 or more people) June 1 - November 30
	July		
	August		
	September		
	October		
	November		
	December		
2024	January	\$699 Standard Starting January 1	No Group Packages available after November 30
	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 have 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
- Keynote presentations
- 3-month subscription to all session recordings
- Conference Guide - PDF
- Downloadable session materials
- Individual attendance record
- Option to earn graduate-level extension credits
- Virtual Exhibitor Directory

Each In-Person Registration Includes All the above PLUS:

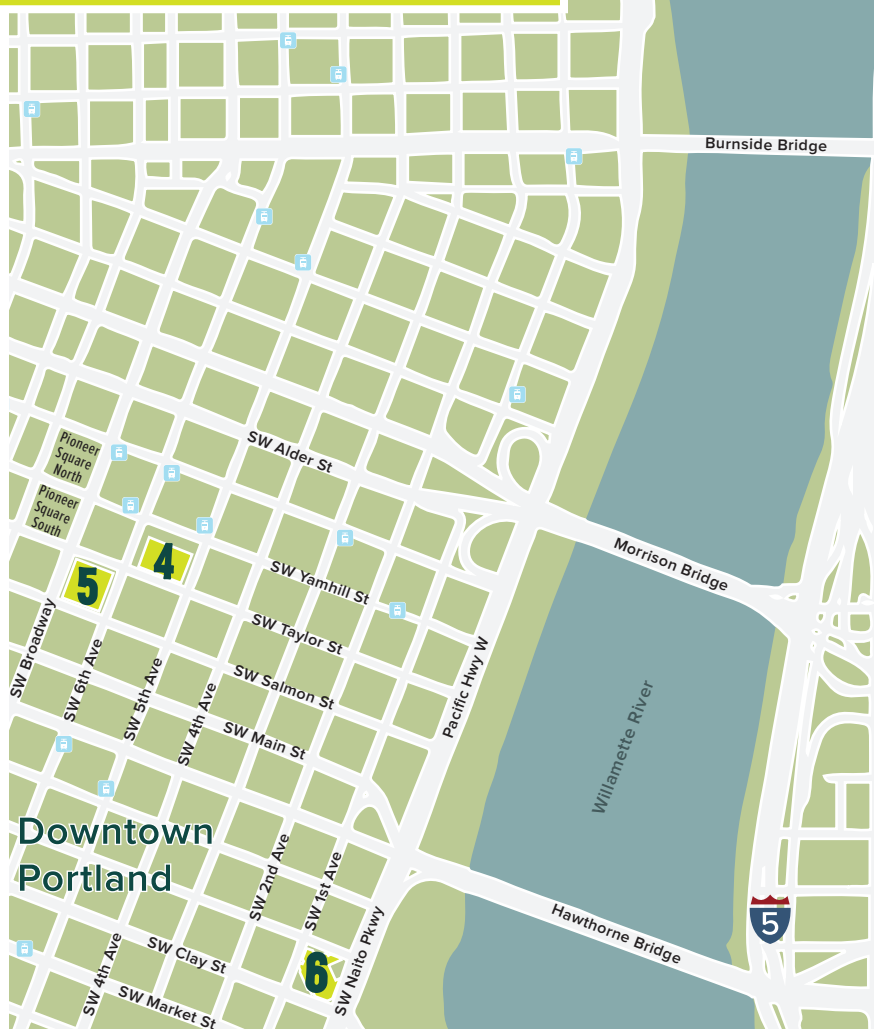
- Attendee-to-attendee networking in-person
- Printed Conference Guide
- Conference App
- Exhibit Hall access for two days
- Lodging at special attendee rates
- One TriMet pass good for the duration of the event, valid on all MAX lighttrail lines, buses, and streetcars for transportation to and from the Convention Center, downtown Portland and more.

Continuing Education

Attendees may earn up to two graduate-level extension credits (GLECs) for attending a majority of Conference sessions. First, register for the Conference, then [enroll here](#) through the University of San Diego. (Extra \$79 fee applies, enrollment open June 1, 2023 through March 31, 2024.)

HOTELS

1. **COURTYARD BY MARRIOTT** (\$250*)
435 NE Wasco St
 2. **HYATT REGENCY** (\$279*)
375 NE Holladay St
 3. **DOUBLETREE BY HILTON**
(STANDARD \$260*/PREMIUM \$285*)
1000 NE Multnomah St
 4. **THE DUNIWAY** (\$225*)
545 SW Taylor St
 5. **HILTON PORTLAND DOWNTOWN** (\$220*)
921 SW 6th Ave
 6. **PORTLAND MARRIOTT DOWNTOWN WATERFRONT** (\$279*)
1401 SW Naito Pkwy
- *All prices include tax*



Hotel Pricing

The National ESEA Conference contracts with several local hotels to ensure the best possible rates.

Hotel rooms are charged at a flat rate. All locally mandated taxes and fees have been paid in advance by the Conference and are itemized on invoices for transparency. Attendees are offered the same flat rates on hotel reservations, regardless of tax-exempt status.

Policies

All reservations are made via the event section of your account Dashboard and require payment in full, in advance. In-person registration is required prior to securing a hotel reservation. Hotels will not sell rooms directly to attendees within the conference block nor at the conference rates. Refunds are available on cancelled hotel reservations in accordance with the same sliding-scale refund policy as registration items. A reduction in the number of nights of a hotel reservation is considered a cancellation, and the same refund scale is applied to the cost of each reduced night of the stay.

TRAVELING NEAR & FAR

Join Us in Portland!

The Pacific Northwest, known for rainy winter days, provides the perfect backdrop to indulge in Portland's legendary culinary scene, sample craft beers and drink a few extra cups of locally-roasted coffee. Be sure to also check out the live music scene, visit an art gallery, or get lost wandering aisles at an independent bookstore. The free Portland Winter Light Festival, a dazzling display of light installations around the city, will also be running during the Conference!

Activities open after 5pm in Portland:

- [OMSI](#) – Oregon Museum of Science & Industry
- [Powells City of Books](#) – Portland's legendary independent bookstore
- [Hopscotch](#) - Immersive art experience
- [Grand Central Bowling and Arcade](#)
- [Portland Winter Lights Festival](#)
- [Hollywood Theatre](#) - Modern-historic movie house
- [Knot Springs](#) - Spa treatments and soaking tubs
- [Amazing Food](#)

Learn more at travelportland.com

Airport/Ground Transportation

The Portland International Airport (PDX) offers many options for ground transportation, including app-based rideshares, taxis, TriMet MAX light rail, shuttles and buses. [Check out the PDX website](#) for complete details.

Public Transportation

Portland's TriMet MAX light rail stops 300 times a day at the Oregon Convention Center, connecting riders to downtown, surrounding neighborhoods, the Oregon Zoo, and Portland International Airport.

TriMet Passes Included with Registration!

Each registered in-person attendee will receive one TriMet pass when checking in at the registration counter before the Conference. The pass can be used for the duration of the event and is valid on all MAX lightrail lines, buses, and streetcars.

Information about Portland public transportation [can be found here](#).

Parking

Onsite parking is provided in the Oregon Convention Center's underground garage. There are also several privately operated parking garages/lots in the area surrounding the convention center. For more information, [visit the Oregon Convention Center website](#).



HOW TO REGISTER

1. Log in to ESEAnetwork.org or create a free user account.

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 "2024 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 8th, whichever comes first.

Effective January 9, 2024, 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. (page 13)

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.

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.

Questions? Call 800-256-6452

CANCELLATIONS & REFUNDS

Can I Change My Registration Type?

Maybe you planned to attend in-person in Portland and suddenly travel is no longer an option, or you bought a virtual registration but have decided to go to Portland...not to worry. 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
June 1, 2023 - October 9, 2023	90% Refund
October 10, 2023 - November 9, 2023	75% Refund
November 10, 2023 - December 9, 2023	50% Refund
December 10, 2023 - February 10, 2024	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 Payments and Policies 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.

Questions? Call 800-256-6452

2024 NATIONAL ESEA  CONFERENCE

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.

Reserving Conference
Registration and Hotel
Reservations

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, 2024, 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. Purchase orders are not an accepted form of payment.

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.”

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
June 1, 2023 - October 9, 2023	90% Refund
October 10, 2023 - November 9, 2023	75% Refund
November 10, 2023 - December 9, 2023	50% Refund
December 10, 2023 - February 10, 2024	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.

Hotels

Reservations at designated conference hotels 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.

Changing Registration

In-person and virtual registrations may be exchanged, from in-person to virtual or vice-versa, at any time. Changes to registration 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.

Continued on next page... 10

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 must be claimed by January 20, 2024. Once a group registration has been purchased, additional discounted registrations can be added at any time through November 30, 2023. 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.

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.

Refusal of Service

Should any participant violate these Terms (and/or any terms cross-referenced herein), Show Management has the right, in its sole discretion and at any time determined by Show Management, to cancel, revoke, or refuse all transactions with any individual or entity, including, without limitation, the following: credentials, purchases, and/or hotel reservations made through the event website.

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 any protocols posted or communicated onsite by the Association, Show Management, the host venue, or any governmental authority.

Virtual Event Conversion if Necessary

Should public health guidance make in-person 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, but every effort will be made to refund hotel reservation purchases that no longer apply.

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.

Terms and Conditions Amendments

Any additional details not specifically covered by the Terms and Conditions contained herein shall be subject to the discretionary decision of Show Management. Any such changes, amendments, or additions shall be binding equally with the other Terms and Conditions contained herein.

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 2024 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 2024 National ESEA Conference to be held both virtually and in-person in Portland,OR on February 7-10, 2024 at the Oregon Convention Center. The National ESEA Conference is three and one-half 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. 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 of 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 access to all session videos for three-months after the Conference. 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.

The Early Bird registration price is \$629, until January 1st, when the standard price of \$699 takes effect. The complete cost of my attendance is listed below:

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

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,



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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 532 N. Franklin Street	Requester's name and address (optional)
6 City, state, and ZIP code Fort Bragg, CA 95437	
7 List account number(s) here (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 ► 4/1/2023
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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.

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.