



ATTENDEE GUIDE

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

This year's theme:

CULTIVATING COMMUNITIES

*for
Student Success*

**FEBRUARY 10-12, 2026
DENVER, COLORADO
AT THE COLORADO
CONVENTION CENTER
and ONLINE**

**JOIN COLLEAGUES FROM
ACROSS THE NATION
FOR A DYNAMIC AND
TIMELY PROFESSIONAL
DEVELOPMENT EXPERIENCE.**

**THIS IS YOUR CHANCE TO
ENGAGE, LEARN, AND GROW
WITH EXPERTS IN THE FIELD –
YOU WON'T WANT TO MISS IT!**

A supportive community is a place where individuals feel valued, heard, and empowered to thrive, fostering connection and acceptance regardless of background or identity. This community effort, aimed at student success, is exemplified in both rural and urban schools, where school leaders cultivate a community within the school that extends into the larger town or regional community. These communities work together to overcome barriers to student success. Drawing from my personal experience as a high school dropout, it was this sense of community in a Print Shop class, led by a supportive teacher and aided by community-based organizations, that facilitated my graduation and college attendance. In these communities the students feel seen, heard, and valued by the teachers, parents, counselors, administrators, and others, who collectively work to address barriers. Federal programs, such as the ESEA programs are the bridges that connect people to resources that overcome gaps or barriers preventing student success. They are crucial for cultivating communities for student success.

- Jason Miller, NAESPA President-Elect

**"I LEARNED SO MUCH AND HAD AN AMAZING TIME. THIS CONFERENCE WAS
INVALUABLE AND I AM SO EXCITED TO PUT INTO PRACTICE WHAT I'VE LEARNED!"**

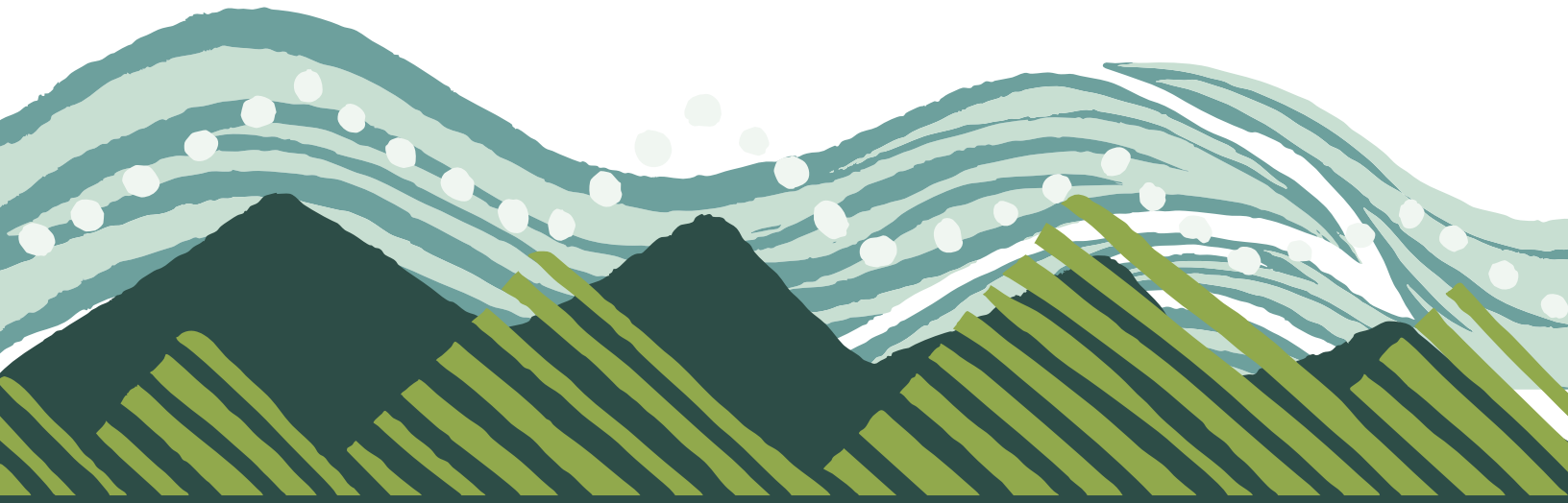
- 2025 National ESEA Conference Attendee

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. The following Elementary and Secondary Education Act (ESEA) and related 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 DUAL APPROACH

The 2026 National ESEA Conference offers two meaningful ways to engage:

Join us in Denver - where in-person sessions, valuable networking, and shared experiences take center stage.

Prefer to attend remotely? Register virtually to access live-streamed sessions, on-demand content, and interactive opportunities—from wherever you are.

No matter how you attend, you'll receive the same powerful content and connect with a nationwide community of educators committed to student success.

"THIS IS A FANTASTIC CONFERENCE AND THE HYBRID/ VIRTUAL FUNCTION IS OUTSTANDING. VIDEOS WERE AVAILABLE TO REVIEW IMMEDIATELY AND THE QUALITY WAS TOP NOTCH."

-2025 National ESEA Conference Attendee

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 Denver, 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 Denver. In-person workshop sessions are recorded for later viewing by all audiences. (60 minutes)

Hybrid Workshop sessions are presented in-person in Denver, while simultaneously live-streamed to the virtual audience. Workshop sessions involve an interactive component, with the audience seated at round tables. Workshops are recorded for later viewing by all audiences. (60 minutes)

Sponsored sessions take place in-person in Denver. 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 minutes)

HEALTH & 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 Denver!

CONFERENCE SCHEDULE

Times shown are listed in Mountain Standard Time
(local time Denver, CO)

MONDAY, FEBRUARY 9

12:00 PM – 9:00 PM - Badge Pick Up

TUESDAY, FEBRUARY 10

7:00 AM – 5:00 PM - Badge Pick Up

8:00 AM – 9:30 AM - Opening Keynote

9:15 AM – 4:45 PM - Exhibit Hall Open

9:30 AM – 10:30 AM - Explore the Exhibit Hall

10:30 AM – 4:00 PM - Concurrent Sessions

4:15 PM – 5:30 PM - Sponsored Sessions

WEDNESDAY, FEBRUARY 11

7:45 AM – 5:00 PM - Badge Pick Up

8:00 AM – 9:15 AM - Keynote

9:15 AM – 3:00 PM - Exhibit Hall Open

9:30 AM – 12:15 PM - Concurrent Sessions

12:15 PM – 1:15 PM - Explore the Exhibit Hall

1:15 PM – 4:00 PM - Concurrent Sessions

4:15 PM – 5:15 PM - Sponsored Sessions

THURSDAY, FEBRUARY 12

8:45 AM – 3:30 PM - Badge Pick Up

9:00 AM – 10:15 AM - Keynote

10:30 AM – 4:15 PM - Concurrent Sessions

Schedule subject to change.

Complete schedule with session details will be available in fall 2025.

"FROM MOTIVATIONAL SESSIONS TO HANDS-ON LEARNING, THE CONFERENCE PROVIDED AN EXCELLENT OPPORTUNITY TO REFLECT, GROW, AND CONNECT WITH LIKE-MINDED PROFESSIONALS. I LEFT FEELING ENERGIZED, MORE KNOWLEDGEABLE, AND EXCITED TO IMPLEMENT WHAT I'VE LEARNED. IT WAS A TRULY VALUABLE EXPERIENCE."

- 2025 National ESEA Conference Attendee

REGISTRATION OPTIONS

Virtual and In-Person Registrations are priced the same.

	INDIVIDUAL	GROUP PACKAGE Mix & Match in-person and virtual registrations
2025		
JUNE	\$649 EARLY BIRD June 3 - October 31	\$609 <small>EACH</small> GROUP RATE (10 or more people) June 3 - October 31
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
2026		
NOVEMBER	\$719 STANDARD Starting November 1	No Group Packages available after October 31
DECEMBER		
JANUARY		
FEBRUARY		

EVERY REGISTRATION INCLUDES:

- 100+ sessions over three days
- Keynote presentations
- 3-month subscription to all session recordings
- Conference Guide
- 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

PURCHASE EARLY FOR THE BEST PRICE!

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.

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 3, 2025 through March 31, 2026.)

HOTELS

1. **HOME2 SUITES (\$263)**
801 15TH STREET
2. **TRU BY HILTON (\$230)**
801 15TH STREET
3. **EMBASSY SUITES (\$269)**
1420 STOUT STREET
4. **AC HOTEL (\$299)**
750 15TH STREET
5. **LE MERIDIAN (\$349)**
1475 CALIFORNIA STREET
6. **HYATT REGENCY (\$341)**
650 15TH STREET
7. **HOMEWOOD SUITES (\$274)**
550 15TH STREET
8. **HAMPTON INN (\$265)**
550 15TH STREET
9. **HILTON GARDEN INN (\$274)**
1400 WELTON STREET



HOTEL PRICING

The National ESEA Conference contracts with several local hotels to ensure the best possible rates. Hotel prices are subject to change.

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 *and* FAR

JOIN US IN DENVER!

Denver, Colorado, affectionately known as the “Mile High City,” is a lively destination where urban energy meets mountain adventure. With a vibrant arts scene, booming craft beer culture, and easy access to the great outdoors, The city offers something for everyone. Denver embraces its Rocky Mountain roots while showcasing modern flair through its bustling neighborhoods, innovative cuisine, and colorful street art. Don’t miss quirky landmarks like the Big Blue Bear or a stroll through the historic Union Station. Denver is a dynamic city that celebrates nature, creativity, and community—perfect for anyone looking to experience Colorado’s unique blend of charm and adventure.

LEARN MORE FROM [VISIT DENVER](#)

AIRPORT/GROUND TRANSPORTATION

The Colorado Convention Center is located 25 miles from the Denver International Airport (DEN). Ground transportation information is [available here](#).

THE DENVER AIRPORT RAIL

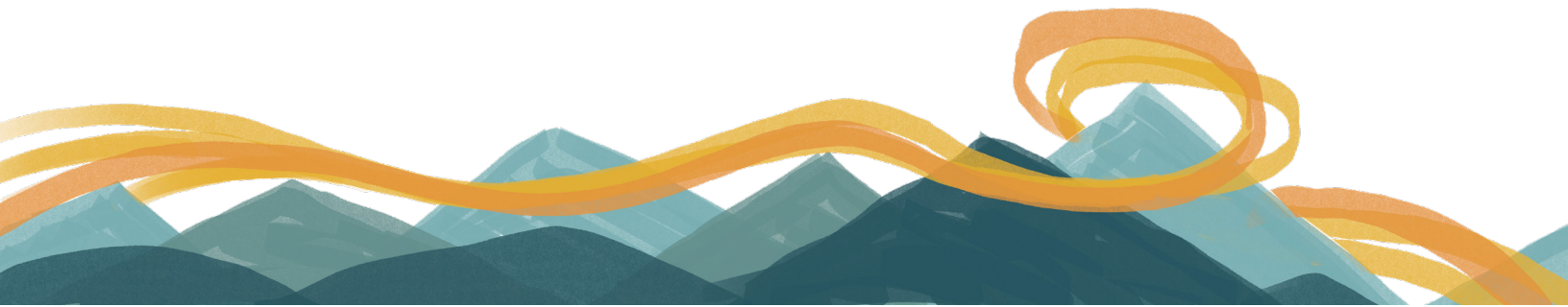
It's easy and affordable to get from the Denver International Airport (DEN) to downtown Denver on the airport rail line. Visit the [Airport Rail website](#) for details.

PUBLIC TRANSPORTATION

There are a variety of transportation options to get you around the city via rail, bus, bike, and more. Information about public transportation is [available here](#).

PARKING

The Colorado Convention Center parking garage is open 24 hours a day, 7 days a week. Please arrive early and remember to use the quick and easy automated pay stations. Rates vary. See complete details and other parking options on the [CCC parking information page](#).



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 "2026 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 5th, whichever comes first.

Effective January 6, 2026, 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
OR EMAIL CONFERENCES@ESEANETWORK.ORG**

CANCELLATIONS and REFUNDS

CAN I CHANGE MY REGISTRATION TYPE?

Maybe you planned to attend in-person in Denver and suddenly travel is no longer an option, or you bought a virtual registration but have decided to go to Denver...not to worry. In-person and virtual registrations may be exchanged, at no cost, from in-person to virtual or vice-versa, until February 9, 2026. 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 3, 2025 - October 12, 2025	90% Refund
October 13, 2025 - November 12, 2025	75% Refund
November 13, 2025 - December 12, 2025	50% Refund
December 13, 2025 - February 12, 2026	No Refund - No Exceptions

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
OR EMAIL CONFERENCES@ESEANETWORK.ORG

2026 NATIONAL ESEA CONFERENCE

ATTENDEE TERMS *and* 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 6, 2026, 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.

- 100% if cancelled within 7 days of payment
- 90% if cancelled June 3, 2025 - October 12, 2025
- 75% if cancelled October 13, 2025 - November 12, 2025
- 50% if cancelled November 13, 2025 - December 12, 2025
- No refund if cancelled December 13, 2025 - February 12, 2026

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-served 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. Hotel prices are subject to change.

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, until February 9, 2026. 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...

ATTENDEE TERMS and 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, 2026. Once a group registration has been purchased, additional discounted registrations can be added at any time through October 31, 2025. 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.

PHOTOGRAPHY AND VIDEOGRAPHY CONSENT

By attending the Conference, you acknowledge and agree that Show Management reserves the right to take photographs and record video footage of the event, which may include images or recordings of you as an attendee. You grant Show Management and its affiliates the irrevocable right to use, reproduce, publish, and distribute these photographs and video recordings, in whole or in part, for promotional purposes in future publications, marketing materials, and other media formats without compensation or prior approval. You further waive any right to inspect or approve the finished product wherein your likeness appears.

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 illness, or other harm that may result from registrants' in-person participation in this event. Registrants must be willing to adhere to any and all health and safety requirements in place at the time of the event as specified 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 2026 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 2026 National ESEA Conference to be held both virtually and in-person in Denver, Colorado on February 10-12, 2026 at the Colorado Convention Center. The National ESEA Conference is three 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. The event focuses on sharing resources and strategies relevant to Title I and a wide range of other federally funded programs. These efforts aim to support the academic success of disadvantaged and underserved student populations.

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 \$649, until November 1st, when the standard price of \$719 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,



ESEA NETWORK

ENSURING STUDENT EQUITY & ACCESS

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.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) National Association of ESEA State Program Administrators		
	2 Business name/disregarded entity name, if different from above. ESEA Network, National ESEA Conference		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) <u>Nonprofit Corporation exempt under IRS Code Section 501(c)3</u>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

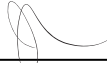
Social security number									
			-						
or									
Employer identification number									
0	5	-	0	4	8	7	0	8	4

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 01/01/2025

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they