

LYON COUNTY SCHOOL DISTRICT  
**TRAVEL REQUEST**

**NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.**

Name(s) of Attendees Stacey Griffin-Cooper

SCHOOL District Office

NAME OF CONFERENCE: National Elementary and Secondary Education Act Conference Title 1  
(Do Not Use Acronyms)  
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver, CO

DATE OF DEPARTURE: 2/9/2026 DATE OF RETURN: 2/13/2026

Training/Travel/Conference is (check all that apply):  
Mandated by the state  Mandated by the district   
Needed for certification/licensing  Related to the District Performance Plan  Related to our School Performance Plan  Related to a specific program/course  Other

**Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.**

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.

TRAVEL APPROVED: Date 10-9-2025

NA  
Site administrator or supervisor signature

TRAVEL APPROVED: Date 10/9/25

Tim Sign  
Superintendent or designee signature

**District Office Use Only**

Received by District Office Date: 10/9/25

Board Approved: Yes ( ) No ( ) Date: \_\_\_\_\_

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

**ESTIMATED EXPENSES**

If funded by a grant or other, specify grant/other name here: \_\_\_\_\_

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
<b>BUDGET#</b> 10010100000002320337 <b>Registration Fees:</b> Attendees 1 x 649 Reg. fee	\$ 649	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET#</b> 10010100000002320580 <b>Travel By:</b> Air (Air, district car, private car for personal convenience, etc.)	\$ 355.96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET#</b> 10010100000002320580 <b>Lodging:</b> Room rate \$ 269 x 4 nights	\$ 1076	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals <a href="http://www.gsa.gov">www.gsa.gov</a> ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
<b>Meals:</b> Breakfast \$ 23 x 5 days	\$ 115	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ 26 x 4 days	\$ 104	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ 38 x 4 days	\$ 152	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ 5 x 5 days	\$ 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Substitutes:</b> # of Days _____ X \$ _____ /day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other transportation fees:</b> (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$ 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Miscellaneous expenses:</b> (attach explanation)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL EXPENSES</b>	<b>\$ 2576.96</b>				

**\*\*FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

## Conference Information

Conference Dates & Times: Feb 10, 2026 7 am - Feb 12, 2026 4:15 pm

Name of where conference/training is being held  
(i.e. Hotel, School, College, Convention Center): Colorado Convention Center

## Airline Information

*Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.*

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART: 6:20am Feb 9, 2026

Date & Time you wish to RETURN: 9:30am Feb 13, 2026

List any special notes here:

Are you renting a car?  Yes  No How many days?

Note: Car insurance should be declined as the district insurance provides adequate coverage.

## Lodging Information

**Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.**

Lodging GSA (Per Diem Rate) : 165 All travelers agree to share lodging as appropriate?  Yes  No

Register under what name(s)? **Stacey Griffin-Cooper**

Name, Address, Phone number of lodging establishment: Embassy Suites 1420 Stout St., Denver

DEADLINE DATE :

Code Information:

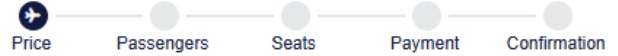
**NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.**



**You chose a Basic fare**

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

# Trip & Price Details



## Flight [Modify](#)

**Mon 2/9** # 594 **RNO** → **DEN** 2 hr 25 min | Nonstop [Basic](#)  
6:20 AM 9:45 AM

1 Passenger | **Seat assigned** at check-in

**Fri 2/13** # 4291 **DEN** → **RNO** 2 hr 35 min | Nonstop [Basic](#)  
7:55 AM 9:30 AM

1 Passenger | **Seat assigned** at check-in

Base fare 1 Passenger(s) **\$302.66**

Taxes and fees **\$53.30**

Flight total **\$355.96**

or from \$35/mo\* with flexpay [Learn more](#)

**Helpful Information:**

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)



# 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



# 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	<b>\$649</b> <b>EARLY BIRD</b> June 3 - October 31	<b>\$609</b> EACH <b>GROUP RATE</b> (10 or more people) June 3 - October 31
	JULY		
	AUGUST		
	SEPTEMBER		
	OCTOBER		
2026	NOVEMBER	<b>\$719</b> <b>STANDARD</b> 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.





# FY 2026 per diem rates for Denver, Colorado

## Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Boulder / Broomfield	Boulder / Broomfield	\$80	\$20	\$22	\$33	\$5	\$60.00
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$92	\$23	\$26	\$38	\$5	\$69.00



## FY 2026 per diem rates for Denver, Colorado

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Boulder / Broomfield	Boulder / Broomfield	\$173	\$125	\$125	\$125	\$125	\$125	\$125	\$173	\$173	\$173	\$173	\$173
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$215	\$165	\$165	\$165	\$165	\$165	\$215	\$215	\$215	\$215	\$215	\$215