

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Heather Moyle, Sandra Garner + 2 EL teachers

SCHOOL District office

NAME OF CONFERENCE: University of Wisconsin-Madison 2025 Annual Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Seattle, Washington

DATE OF DEPARTURE: 10/27/2025

DATE OF RETURN: 10/31/2025

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.

As the premier event for educators of Pre-K through grade 12 multilingual learners. The WIDA Annual Conference gives educators the opportunity to share best practices and learn about innovative classroom strategies. Participants from around the globe include ELL/ESL teachers, content teachers, district and state coordinators, early care and education practitioners, school administrators, researchers and more.

As attendees, we will participate in sessions that offer a variety and depth of learning. Hear from knowledgeable and experienced presenters in the field. Acquire practical application resources and strategies. Learn best practices for supporting multilingual learners in our work. Discover innovative approaches to instruction and engage with colleagues and professionals in the field.

By attending the 2025 WIDA Annual Conference we will return with new and innovative strategies, tools and resources and an expanded knowledge of best practices to share with our team and readily implement into practice.

TRAVEL APPROVED: Date 6-5-25

Heather H
Site administrator or supervisor signature

TRAVEL APPROVED: Date 6-6-25

Sandra H
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 6/6/25

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: Title III

BUDGET# 280.658.0000.100.2213.580.10000.00.000

Registration Fees: Attendees 700.00 x 4 Reg. fee \$ 2800.00

District Office	Grant	School Site	Other
	✓		

BUDGET# 280.658.0000.100.2213.586.10000.00.000

Travel By: Air \$ 1199.60

(Air, district car, private car for personal convenience, etc.)

	✓		
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BUDGET# 280.658.0000.100.2213.586.10000.00.000

Lodging: Room rate \$ 249 x 4x4 nights \$ 3984.00

	✓		
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(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals: Breakfast \$ 23.00 x 5x4 days \$ 460.00

Lunch \$ 26.00 x 3x4 days \$ 312.00

Dinner \$ 38.00 x 5x4 days \$ 760.00

Incidental \$ 5.00 x 5x4 days \$ 100.00

	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days X \$ /day

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)

Other Miscellaneous expenses: (attach explanation)

TOTAL EXPENSES

\$ 9615.60

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

Conference Information

Conference Dates & Times:	10/28/25-10/30-25 8:00-4:00
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Seattle Convention Center Arch Building. Seattle Washington

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:	10/27/25 6:00am
Date & Time you wish to RETURN:	10/31/25 8:45am
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) : \$188.00	All travelers agree to share lodging as appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Heather Moyle	
Name, Address, Phone number of lodging establishment:	Sheraton Grand Seattle 1400 Sixth Avenue, Seattle, Washington 98101	

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.

Attend



Photo credit: Rachael Jones Media

Seattle is two cities in one—it combines a world-class metropolis within wild, beautiful, natural surroundings. Visitors and Seattleites enjoy Seattle's lively downtown, great shopping, wonderful restaurants, espresso carts on every corner, and a thriving cultural community full of theatre, music, and museums.

– [Visit Seattle](#)

Seattle: Travel, hotels and more

"The WIDA Annual Conference is by far the best conference. With so many valuable presentations, it was almost difficult to choose which ones I wanted to attend. The presenters were knowledgeable on the topics and provided ideas that I took back to my own district. This is the only conference that I plan on attending yearly."

– **2024 WIDA Annual Conference attendee**

A Session Type for Everyone



Concurrent Sessions

examine research-based strategies, practices, or topics that align to the conference theme and one of the topic strands.



Workshops are extended hands-on sessions that allow for in-depth exploration of a topic or practice. Participants will leave with tools or resources to use in their contexts.



Dedicated **Session Tracks** offer topics like family engagement and bi/multilingual education so attendees can tailor their learning.

Note: Pre-registration is required for all sessions and can be selected for the attendee during the registration process or by logging back in between registration confirmation and the start of the conference. View the [full conference schedule](#).

Program at a Glance

Here's an overview of the in-person conference schedule; visit the [Program page](#) for the full conference schedule.

All times are listed in Pacific Time.

Tuesday, October 28

8:30 a.m. – 9:45 a.m.

Welcome and
Keynote

10:15 a.m. – 11:30 a.m.

Concurrent Sessions
and Spotlight

1:00 p.m. – 4:00 p.m.

Concurrent Sessions,
Spotlight and
Workshops

4:00 p.m. - 5:30
p.m.

Exhibit Hall Showcase

Wednesday, October 29

8:30 a.m. - 11:30 a.m.

Concurrent Sessions,
Spotlight and
Workshops

1:00 p.m. - 4:00 p.m.

Concurrent Sessions,
Spotlight and
Workshops

5:00 p.m. - 7:30
p.m.

#WIDA2025
Reception

Thursday, October 30

8:30 a.m. - 12:30
p.m.

Closing Speaker,
Concurrent Sessions
and Workshops,
Raffle

Meals



Morning Coffee and Breaks

Coffee and tea will be
provided for all participants



Lunches

Lunches are included with
registration and provided on



Special Events

Join us for hors d'oeuvres at
the Exhibit Hall Showcase
and for light fare,
refreshments, and a cash bar

each morning and light refreshments will be provided during breaks on Tuesday-Thursday.

Tuesday and Wednesday.

at the #WIDA2025 reception. These events are included in registration. The Exhibit Hall Showcase takes place Tuesday afternoon, and the reception takes place Wednesday evening.

Apply for the WIDA Annual Conference New Voices Program!

WIDA is excited to offer an opportunity for educators to attend the WIDA Annual Conference for the first time. The program's intent is to uplift the voices, perspectives and expertise of educators who reflect the identities of the multilingual learners WIDA serves.

Learn more about the New Voices Program, eligibility requirements and application details on the [Registration page](#).

Virtual Track

Can't join us in person? Experience a sampling of the WIDA Annual Conference and join us virtually on October 27. The virtual track includes live sessions and an exclusive virtual keynote speaker. Virtual attendees also receive access to the recording of the in-person keynote speaker.



Attend Virtually

Follow #WIDA2025 for full conference coverage

Registration

Before You Register



- **Pre-registration is required for all in-person concurrent sessions.**
- Don't book your lodging or airfare until after you receive your registration confirmation email.
- In-person registration includes access to the recordings from the [Virtual Track](#).

[Register Now](#)

[Already registered?](#)

Pre-register for Sessions

Watch this 1-minute video to familiarize yourself with the session registration process.

Pre-registration is required for all concurrent sessions.

Justify Your Attendance

The WIDA Annual Conference is designed to meet the needs of today's educators to help you meet the needs of your multilingual learners. You'll experience interactive learning with innovative ideas to take home.

Does your boss need more convincing? Use our customizable letter to further justify your attendance.

[Convince Your Boss Letter \(pdf\)](#)

In-Person Conference Registration

Presenter Rate: \$545

Available May 5 – June 13

Early Bird Rate: \$700

Available May 12 – August 18

Teacher Appreciation Week Rate: \$665

~~Available May 5-11~~

Regular Rate: \$765

Available starting August 19

Attention Washington educators!

Contact conferences@wida.us for a special discount.

The discount is available May 12 through August 18, or until the conference reaches capacity.

New Voices Program

WIDA is excited to offer an opportunity for educators to attend the WIDA Annual Conference for the first time. The program's intent is to uplift the voices, perspectives and expertise of educators who reflect the identities of the multilingual learners WIDA serves.

Financial assistance will be provided to selected educators for the following:

- Conference registration
- Travel to and from the conference
- Additional travel-related expenses (baggage fees, meals, ground transportation, etc.)
- Lodging
- Substitute teacher expenses, up to \$250 per day

Eligibility

- You are a PreK-12 educator in a WIDA Consortium state, territory or federal agency.
- You have not previously attended the in-person WIDA Annual Conference.
- You do not receive professional development funding from your school/district to attend conferences.
- You are able to identify one or more ways you reflect the many identities of the multilingual students WIDA serves.

NOTE: Consultants, higher education professionals and SEA staff are not eligible.

Apply

Applications for the New Voices Program are being accepted through June 6, 2025. Applicants will be selected and notified the week of June 16, 2025. Begin your application below!

[Apply for New Voices](#)

Virtual Track Registration

Can't join us in person? Experience a sampling of the WIDA Annual Conference and join us virtually on Monday, October 27. The virtual track includes live sessions, an exclusive virtual keynote speaker and access to the recording of the in-person keynote speaker.

Recording-only access to the virtual track is also available. All attendees will have access to recordings from the live virtual event.



[Attend Virtually](#)

Payments and Policies

To make registration for the 2025 WIDA Annual Conference as easy as possible, please review and adhere to the following policies.

Registration Payment

Avoid delays – registration will be confirmed ONLY when processed online. Payment options include credit card, check, or purchase order. See details below for each method.

- Online credit card payments may be processed with Discover, MasterCard or VISA only
- If paying via check, a check number is required at the time of check-out
- Please make all checks payable to **UW-Madison** and mail to UW-Madison/PLACE, 225 N. Mills Street, Suite 264, Madison, WI 53706
- Please make all purchase orders payable to **UW-Madison/PLACE**, 225 N. Mills Street, Suite 264, Madison, WI 53706 and email to conferences@wida.us

Substitutions, Cancellations and Refunds

All substitutions must be done online and must be completed prior to the conference.

Non-endorsement Disclaimer

While WIDA strives to ensure that the content offered at its conference is as timely and accurate as possible, WIDA makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of speakers' sessions, and expressly disclaims liability for errors and omissions by speakers. The views and opinions expressed at WIDA conference events are those of the speaker and do not necessarily represent the views of WIDA or its partners. Inclusion in the conference does not constitute WIDA's endorsement or recommendation.

Code of Conduct

All who attend WIDA events are expected to comply with the [UW-Madison Sexual Harassment and Sexual Violence Policy](#). WIDA reserves the right to exclude attendees in the event there is probable cause to believe an attendee violated that policy. In addition, WIDA reserves the right to ask attendees who appear visibly intoxicated to leave the event immediately.

Personal Liability

WIDA is not responsible for loss, damages or injury to persons or property as a result of attending this activity. This also applies to any other related activities if and to the extent you may be eligible to attend as part of your registration.

Photography, Recording and Videotaping



Photo courtesy Sheraton Grand Seattle

Lodging

The WIDA Annual Conference has negotiated a reduced lodging rate for attendees at the following hotel. Information for booking lodging will be included in the attendee's registration confirmation email. *Rates will be available until the cut-off date or until the block is filled, whichever comes first.*

Location: Sheraton Grand Seattle
1400 Sixth Avenue, Seattle, WA 98101

Rate: Rate: \$249/night + tax

Reservation Cut-Off Date: October 4, 2025

Conference Venue

All WIDA Annual Conference sessions on October 28-30, 2025, will take place at the **Seattle Convention Center Arch Building** located at 705 Pike Street Seattle, WA 98101.

The reception on Wednesday, October 29 will take place at the Sheraton Grand Seattle, which is connected to the Seattle Convention Center by skybridge.

[Seattle Convention Center website](#)

[Accessibility at the Seattle Convention Center](#)



Photo courtesy Visit Seattle

Getting to the Arch Building: Accessible Entrances

Location: Seattle, WA



Photo courtesy Rachael Jones Media

Seattle is two cities in one.

It's a world-class metropolis set within wild, beautiful natural surroundings, offering the best of urban lifestyle while embracing the rugged outdoors. Many of Seattle's top visitor attractions are within mere blocks of the Seattle Convention Center, including the Pike Place Market, Pioneer Square, Seattle Art Museum, Seattle Symphony, ferries, world-class restaurants, and a historic theatre district. Three national parks lie within a two-hour drive of Seattle and the city is a gateway to the San Juan Islands, Olympic Peninsula, Washington Wine Country and British Columbia.

[Visit Seattle](#): Visitor guide, food and dining, things to do and more

Travel

Learn more about traveling to and around Seattle including:

[Transportation options](#)

[Accessibility in Seattle](#)

Attendees are responsible for booking and paying for their own travel.



Photo courtesy Visit Seattle

Trip & Price Details

Price Passengers Payment Confirmation

Flight Modify

<div> </div>	<div> <div>Mon 10/27</div> <div># 603 / 2247</div> <div>RNO → SEA</div> <div>6:00 AM → 12:05 PM</div> <div>6 hr 5 min</div> <div>1 stop</div> <div>Wanna Get Away Plus</div> </div>	<div>Base fare</div> <div>4 Passenger(s)</div> <div>\$1,512.04</div>
		<div>Discount total</div> <div>-\$210.08</div>
		<div>Subtotal</div> <div>\$1,301.96</div>
<div> </div>	<div> <div>Fri 10/31</div> <div># 3431 / 3353</div> <div>SEA → RNO</div> <div>8:45 AM → 3:00 PM</div> <div>6 hr 15 min</div> <div>1 stop</div> <div>Wanna Get Away Plus</div> </div>	<div>Taxes and fees</div> <div>\$297.64</div>
		<div>Flight total</div> <div>\$1,599.60</div>
		<div>or from \$157/mo* with flexpay</div> <div>Learn more</div>

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/terms](https://southwest.com/terms)

Flight Extras

Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable⁶
- ✓ Priority and Express Lanes¹²
- ✓ Earn 10 Rapid Rewards® points per dollar³

☐ Upgrade returning trip for \$60

Apply upgrade

*Please read the [fare rules](#) associated with this purchase.

SUBTOTAL	\$1,512.04
DISCOUNT	-\$210.08
TAXES & FEES	\$297.64
TRIP TOTAL	\$1,599.60

Show price breakdown

YOU PAY TODAY **\$1,599.60**

CREDIT ON YOUR STATEMENT* **-\$400.00**

TOTAL AFTER STATEMENT CREDIT **\$1,199.60**

*May post on separate statements.

Continue

Basic fares are non-refundable and non-changeable except as allowed by our 24-hour cancellation policy. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time.

[Directions to the Seattle Convention Center](#)

[Seattle parking information](#)

Pedestrian entrance

There are three pedestrian, street-level entrances with push-button automatic doors. Two are located on the south side of Pike Street between 7th and 8th Avenues. Both entrances have ramp access in addition to stairs. The third entrance, on Convention Place at the shuttle drop-off location, has a short curb and ramp.

Garage entrance

The Arch Garage can be accessed on 8th Avenue between Pike Street and Seneca Street. There are 16 accessible parking spaces at the end of Aisle F on the blue level of the garage. If parking in one of the accessible spaces, follow the blue path to enter the convention center. Both parking levels access the Arch Building using a ramp. There is no elevator access inside Arch Garage. As you enter Arch at 705 Pike from the parking structure, you will be on level 3.

Accessibility Inside the Arch Building

If entering from the Arch Garage, an accessible elevator is located on your right-hand side adjacent to Room 310.

Escalators connect all event levels in the Arch Building.

The Arch Building is furnished with benches, tables or counters and seating options on every level.

All restrooms are accessible and include hands-free faucets. Arch family restrooms are located on levels 4 and 5. The all-gender restroom is located on level 4.

[Follow #WIDA2025 for full conference coverage](#)

[Contact Us](#)



[Communications
Toolkit](#)



FY 2025 per diem rates for ZIP Code 98101

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
Seattle	King	\$92	\$23	\$26	\$38	\$5	\$69.00

FY 2025 per diem rates for ZIP Code 98101

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Seattle	King	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$248	\$248	\$248	\$248