

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees RACHEL STEWART, LISA SHEA

SCHOOL DISTRICT OFFICE

NAME OF CONFERENCE: Council of Administrators of Special Education - 2026 Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: PROVIDENCE, RHODE ISLAND

DATE OF DEPARTURE: NOVEMBER 10, 2026 DATE OF RETURN: NOVEMBER 14, 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.

This national gathering brings together special education leaders, administrators, practitioners, and partners from across the country for an unforgettable experience focused on innovation, collaboration, and leadership excellence. The CASE Conference offers valuable opportunities to strengthen your impact and expand your professional network.

- Inspiring keynote speakers and nationally recognized experts
- Engaging concurrent sessions focused on today's most pressing issues
- Practical tools and research-based strategies you can implement immediately
- Opportunities to connect and collaborate with colleagues from throughout the world
- Leadership development designed to strengthen advocacy and systems change
- Access to innovative resources, solutions, and industry partners

TRAVEL APPROVED: Date

NA
Site administrator or supervisor signature

TRAVEL APPROVED: Date 8/19/26

Tim Shea
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 8/18/26

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: Special Education Part B Grant

BUDGET#	Total	District Office	Grant	School Site	Other
BUDGET# 280.639.0000.200.2213.330.10000.00.000 Registration Fees: Attendees <u>2</u> x \$ <u>720.00</u> Reg. fee	\$ <u>1440.00</u>	☐	☒	☐	☐
BUDGET# 280.639.0000.200.2213.580.10000.00.000 Travel By: <u>Southwest Airlines</u> (Air, district car, private car for personal convenience, etc.)	\$ <u>1134.00</u>	☐	☒	☐	☐
BUDGET# 280.639.0000.200.2213.580.10000.00.000 Lodging: Room rate \$ <u>219.00</u> x <u>4</u> x <u>2</u> nights	\$ <u>1752.00</u>	☐	☒	☐	☐
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
Meals: Breakfast \$ <u>20.00</u> x <u>3</u> x <u>2</u> days	\$ <u>120.00</u>	☐	☒	☐	☐
Lunch \$ <u>22.00</u> x <u>4</u> x <u>2</u> days	\$ <u>176.00</u>	☐	☒	☐	☐
Dinner \$ <u>33.00</u> x <u>5</u> x <u>2</u> days	\$ <u>330.00</u>	☐	☒	☐	☐
Incidental \$ <u>5.00</u> x <u>5</u> x <u>2</u> days	\$ <u>50.00</u>	☐	☒	☐	☐
Substitutes: # of Days <u> </u> X \$ <u> </u> /day		☐	☐	☐	☐
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$ <u>180.00</u>	☐	☒	☐	☐
	\$ <u>90.00</u>	☐	☒	☐	☐
Other Miscellaneous expenses: (attach explanation)		☐	☐	☐	☐
TOTAL EXPENSES	\$ <u>5272.00</u>	☐	☐	☐	☐

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

Conference Information

Conference Dates & Times:	Tuesday, November 11, 2026, 8:30 AM to Friday, November 13, 2026, 12:15 PM
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	RHODE ISLAND CONVENTION CENTER, 1 SABIN STREET, PROVIDENCE, RHODE ISLAND 02903

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:	TUESDAY, NOVEMBER 10, 2026, MORNING
Date & Time you wish to RETURN:	SATURDAY, NOVEMBER 14, 2026, MORNING
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) : <u>154.00</u>	All travelers agree to share lodging as appropriate? ☐ Yes ☒ No
Register under what name(s)?	RACHEL STEWART, LISA SHEA
Name, Address, Phone number of lodging establishment:	THE OMNI DOWNTOWN PROVIDENCE HOTEL, 1 WEST EXCHANGE STREET, PROVIDENCE, RI 02903, (401)598-8000

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.



THE 2026 CASE CONFERENCE

Providence, Rhode Island
November 11-13, 2026
Registration Opening soon!



Mark your calendar —
join us for inspiring sessions,
impactful networking, and shared
commitment to the future of IDEA
and special education leadership.



Join us for the premier event in special education leadership — The 2026 CASE Conference!

This national gathering brings together special education leaders, administrators, practitioners, and partners from across the country for an unforgettable experience focused on innovation, collaboration, and leadership excellence.

Whether you are a seasoned leader or new to your role, The CASE Conference offers valuable opportunities to strengthen your impact and expand your professional network.

Why Attend?

- Inspiring keynote speakers and nationally recognized experts
- Engaging concurrent sessions focused on today's most pressing issues
- Practical tools and research-based strategies you can implement immediately
- Opportunities to connect and collaborate with colleagues from throughout the world

- Leadership development designed to strengthen advocacy and systems change
- Access to innovative resources, solutions, and industry partners

The CASE Conference is more than a professional learning event — it is a community of leaders committed to supporting students, families, and educators while advancing equitable outcomes for all learners.

Don't miss this opportunity to learn, lead, connect, and inspire alongside the best in special education leadership. Register today and be part of the conversation driving the future of special education forward!

REGISTER HERE

DETAILS HERE



Council of Administrators of Special Education

www.casecec.org

contact us: office@casecec.org

Council of Administrators | 1736 E Sunshine St Ste 501 | Springfield, MO 65804 US

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Try email marketing for free today!

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Rachel Stewart

Executive Director of Special Services LCSD

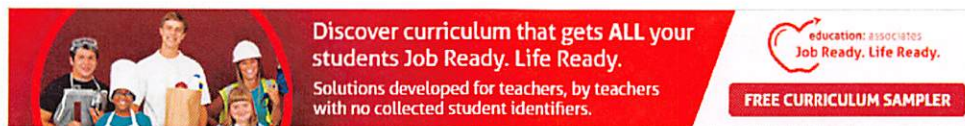
(775) 463-6800 ext. 10029

25 E. Goldfield Ave

Yerington, NV 89447


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Agenda At A Glance



AGENDA AT-A-GLANCE

Monday, November 9, 2026

- 9:00 Executive Committee Meeting (EC Members only; specific time TBD)

Tuesday, November 10, 2026

- 9:00 AM Board of Directors Meeting (Board of Directors only; specific time TBD)
- 1:00-6:30 PM Exhibit Hall Set Up
- 3:00-6:30 PM Registration Open (conference badge pick-up)

Wednesday, November 11, 2026

- 8:30 AM Registration Open
- 9:00 AM-6:00 PM Exhibitor Hall Hours
- 9:00 AM Exhibit Hall Grand Opening (Coffee available), Keynote Speaker, Gerry Brooks "Personal Climate and Culture...It's
- 10:00 AM-12:15 PM Opening General Session
- 12:15 PM-1:15 PM Exhibit Hall - Lunch
- 1:15 PM-2:15 PM Concurrent Sessions
- 2:15 PM-2:45 PM - Exhibit Hall - Beverage Break
- 2:45 PM-5:00 PM Concurrent Sessions
- 5:00 PM-6:00 PM Exhibit Hall, Grand Opening Reception (appetizers and cash bar)

Thursday, November 12, 2026

- 8:00 AM-5:00 PM Exhibit Hall Hours
- 8:00 AM-9:00 AM Visit Exhibit Hall, Breakfast, and Registration Open
- 9:00 AM-11:00 AM General Session, Awards, and Special Education Leadership Institute Celebration
- 11:00 AM-12:00 PM Special Education Leadership Institute - Showcase Sessions
- 12:00 PM-1:15 PM Visit Exhibit Hall - Lunch on your own
- 1:15 PM-2:15 PM Concurrent Sessions
- 2:15 PM-2:45 PM Exhibit Hall, Beverage Break
- 2:45 PM-5:00 PM Concurrent Sessions
- 5:00 PM-6:00 PM Exhibit Hall - State Celebration Reception (appetizers and cash bar)





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US

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ADVOCACY

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LEARNING

MEMBERS
ONLY

- 8:30 AM-9:00 AM *Grab n'Go Breakfast*
- 8:30 AM-12:30 PM *Luggage Check*
- 9:00 AM-11:15 AM *Concurrent Sessions*
- 11:30 AM -12:15 PM *Closing General Session*

Council of Administrators of Special Education (CASE)

1546 E. Bradford Parkway, Suite L100, Springfield, MO 65804

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The CASE Conference 2026

Close IEP Gaps Before
They Become Complaints

Download the Guide





THE 2026 CASE CONFERENCE

The CASE Conference is the premier special education leadership event of the year! This conference represents a unique opportunity for another in our shared endeavor to lead and innovate in special education.

CASE is honored to be included in K-12 Dive's "Top K-12 Conferences to Attend in 2026" list! k12dive.com
This recognition reinforces our commitment to providing valuable, timely professional learning experiences for leaders in special education and supporters — we look forward to delivering even more growth and connection in the years ahead.

November 11-13, 2026
Providence, Rhode Island
Rhode Island Convention Center
1 Sabin St.
Providence, Rhode Island 02903

- [Register for the conference here](#)
- [Sponsor, Exhibitor, and Lead Retrieval Purchases](#)
- [Hotel Information](#)
- [Agenda-At-A-Glance](#)
- [Keynotes](#)
- [Concurrent Sessions](#)

	Date Range	CASE Member	Non Member	Registration + CASE Membership
Early Bird Rate	May -July 15,2026	\$475	\$625	\$620
Regular Rate	July 16, 2026-September 30, 2026	\$575	\$725	\$720
Late Rate	October 1, 2026-November 13, 2026	\$675	\$825	\$820

If you're not currently a CASE member, consider joining today—membership is more cost-effective than paying the non-member rate. The non-member purchase (\$145) is non-refundable.

PURCHASE ORDERS NOT ACCEPTED.

Partnering for Excellence: Thank You to Our Sponsors

Diamond Sponsors



EDUCATIONAL STAFFING



Emerald Sponsors



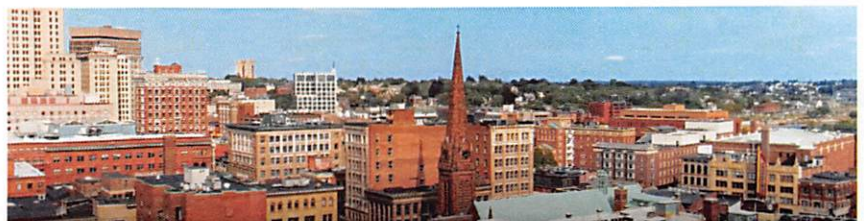
Sensory Playground Sponsors



Conference Experience Individual Sponsors



Take a look at what **Rhode Island** has to offer while you are there visiting!



Corporate Partners

AbleSpace ~ ACE ABA Software System ~ Achieve Speech & Language Services ~ Amergis Educational Staffing ~ AMN Healthcare Teletherapy ~ Behavior Advantage ~ Bowman Consulting Group, LLC ~ BrighterBalance ~ Brolly by Level Data ~ CEEDAR Center Behavioral Health, Therapy and Education, Columbia Southern University ~ Creatively Focused ~ Division of Career Development Associates, Inc. ~ eLuma ~ EPS Learning ~ ESS Clinical ~ Everyway ~ Future Generations Educational Consulting ~ Global Special Southeast Kansas Education Service Center ~ Handle with Care Behavior Management System ~ Happy Caveman ~ Heartspring HWL Works ~ JKM Training, Inc. Safe Crisis Management Training ~ Journify Learning ~ Kelly Education ~ Kit for Teams by SLP 1 Lighthouse Therapy ~ Lilypad Learning ~ LinkIt! ~ Math Teachers Press, Inc. ~ National Professional Resources ~ New Story ~ Ne Pods ~ Ohana Student Services ~ Ori Learning ~ Paxton Patterson ~ Pediatric Developmental Services ~ Perkins School for the Blind Literacy Programs ~ Quantum Resources Professionals ~ RCM Healthcare Services ~ Read Naturally ~ Relay ~ Safety-Care by Q Inc. ~ Sensory Room Solutions ~ Seven Hills Foundation Children's Services Division ~ Soliant ~ SpedTree ~ Speech Kingdom LLC Associates, Inc. ~ Supplemental Health Care ~ TFH USA LTD ~ The Autism Project ~ The Master Teacher, Inc ~ Transition Curriculum Wilson Language Training ~ Zen Educate Inc.

Feedback from previous attendees

...The 50th celebration party was fantastic, the presentations were excellent and applicable
...Thank you for all the planning around this
...Venue and hotel were absolutely amazing.
...Registration process was seamless
...Variety of exhibitors and resources available
...Strong presentations
...Loved that a VI session was included in the program
...Loved the therapy dogs
...Loved how friendly the CASE staff were
...Communication regarding food and the session schedule was excellent prior to the event
...Concurrent sessions were amazing
...Best conference yet - excellent in all aspects

Future CASE Events

- November 10-12, 2027, Albuquerque, New Mexico
- November 8-10, 2028, Kansas City, Missouri

CASE Event Code of Conduct

Join us in creating a safe and respectful environment for all attendees through our event code of conduct. We believe that every individual Let's work together to ensure a positive and inclusive experience for everyone. By participating in CASE events, individuals agree to:

- *Be kind and professional*
- *Use welcoming and inclusive language*
- *Be respectful of differing viewpoints and experiences*

Thank you for helping make this a welcoming, positive event for all!

Please note photographs and footage will be taken throughout the conference. These will be used by the Council of Administrators of Special Education in our publications, on our website, and in social media.

To receive a refund (minus a 25% administrative fee and any credit card fee with the purchase), exhibit booth cancellations must be submitted by 8/1/26. Refunds will be given for cancellations made after this date. Sponsorships and Digital Enhancements are non-refundable. Membership purchases are non-refundable.

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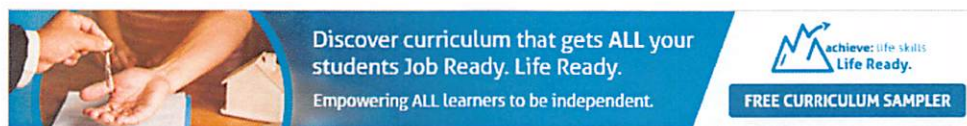
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Hotel Information



HOTEL INFORMATION

Stay close to the action at The 2026 CASE Conference hotels!

Unfortunately, we do not offer any parking passes through registration or our website. There are quite a few nearby parking garages (including access to convention center), the Innovation District Garage, and nearby third-party facilities like the Union Station Garage, Center Place, and [Island Convention Center Directions & Parking](#) page for more help.

The Omni Downtown Providence Hotel



This is the Headquarters Hotel and is connected to the Convention Center.

1 West Exchange Street

Providence, Rhode Island 02903

\$219/nightly

Deadline for hotel reservation: October 8, 2026

Check with the hotel regarding cancellation policy

[Omni Reservation Link](#)

The Graduate by Hilton Providence

11 Dorrance Street

Providence, Rhode Island 02903

\$199/nightly

Deadline for hotel reservation: October 12, 2026



The Graduate Reservation Link

Check with the hotel regarding cancellation policy

Courtyard by Marriott Providence Downtown



Courtyard Reservation Link

32 Exchange Terrace at, Memorial Blvd
Providence, RI 02903

\$199/night

Deadline to reserve: October 15, 2026

Check with the hotel regarding cancellation policy

Hilton Providence Hotel



Hilton Providence Hotel Reservations

21 Atwells Ave

Providence, RI 02903

\$200/night

Deadline to Reserve: October 8, 2026

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NOV 10 - 14
RNO → PVD

Trip & Price Details

Price Passengers Seats Payment Confirmation

Flight Modify

Tue 11/10

RNO

9:05 AM

→

PVD

8:30 PM

8 hr 25 min

2 stops

Choice

Only 4 left!

Base fare 2 Passenger(s)	\$941.38
Taxes and fees	\$192.60

2 Passengers | Reserve your seats when booking

Flight total \$1,133.98
or from \$111/mo* with flexpay Learn more

Sat 11/14

PVD

7:30 AM

→

RNO

3:25 PM

10 hr 55 min

2 stops

Choice

2 Passengers | Reserve your seats when booking

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](#)

Upgrade Flight

Upgrade to Choice Preferred



- Choose a Preferred seat (or any Standard seat)¹⁵
- Group 3-4 boarding¹⁶
- Refundable⁵
- Priority Lane and Express Lane¹²
- 10x Rapid Rewards® points per dollar³
- Free same-day change/standby (taxes and fees may apply)⁹
- Checked bag fees may apply²

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

Prices shown per passenger, per one-way.

☐ Upgrade departing trip for \$81

☐ Upgrade returning trip for \$80

☐ Upgrade both for \$161

Apply upgrade

SUBTOTAL	\$941.38
TAXES & FEES	\$192.60
TRIP TOTAL	\$1,133.98

Show price breakdown

Not ready to buy yet? [Save this flight for later.](#)

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.



U.S. General Services Administration

FY 2026 per diem rates for Providence, Rhode Island

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Providence / Bristol	Providence / Bristol	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154



U.S. General Services Administration

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
Providence / Bristol	Providence / Bristol	\$80	\$20	\$22	\$33	\$5	\$60.00