



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION LEARNING LAB REGISTRATION

SECTION 1. CONTACT INFORMATION		
1. TEACHER'S NAME	4. PHONE NUMBER	
2. TITLE	5. CELL PHONE NUMBER <i>(Required for Day of Visit)</i>	
3. EMAIL	6. FAX NUMBER	
SECTION 2. SCHOOL INFORMATION		
7. SCHOOL NAME		
8. ADDRESS LINE 1		
9. ADDRESS LINE 2		
10. CITY	11. STATE	12. ZIP CODE
SECTION 3. EDUCATIONAL PROGRAM		
Educational Programs are offered on Tuesdays, Wednesdays, and Thursdays. NARA's Learning Lab can accommodate 12-36 students at a time. Large groups with more than 36 students may reserve more than one session on the same day.		
13a. PREFERRED DATE 1	13b. SELECT A PROGRAM & TIME 1	
14a. PREFERRED DATE 2	14b. SELECT A PROGRAM & TIME 2	
15a. PREFERRED DATE 3	15b. SELECT A PROGRAM & TIME 3	
SECTION 4. PARTICIPATING GROUP INFORMATION		
16a. NUMBER OF STUDENTS	17. GRADE LEVEL	
16b. NUMBER OF TEACHERS	18. TYPE OF CLASS <i>(U.S. History, Civics, Language Arts, etc.)</i>	
16c. NUMBER OF OTHER CHAPERONES <i>(We ask that there be 1 chaperone for every 10 students)</i>	19. SPECIAL NEEDS ACCOMMODATIONS Yes No	
16d. TOTAL NUMBER OF ATTENDEES		
SECTION 5. APPLICANT AGREEMENT <i>(Required For Learning Lab Registration)</i>		
<p>There is no guarantee requested dates or times will be available. Once your request has been received, you will be contacted with a confirmation or additional information.</p> <p style="margin-left: 40px;">I have read and agree to the terms of the Pre-visit Preparation and Requirements, and my students will be prepared for their visit. I understand I may bring no more than 36 students per lab session.</p> <p style="margin-left: 40px;">Visits to the Rotunda and other exhibition areas are not part of the lab experience. I must allow more time if I want my students to visit these spaces.</p>		
CONNECT WITH THE NATIONAL ARCHIVES		
Yes	No	Would you like to receive emails about new teaching tools, lesson plans, online activities, field trips, professional development, and primary sources via our Education Updates blog?

PRIVACY ACT NOTICE

Collection of this information is authorized by 44 U.S.C 2104. The information you provide to NARA on this form will be used to manage attendance, registration and communication for and about NARA's learning program. This information is necessary in order to efficiently administer the program. Completing this form is voluntary. If you do not provide this information, NARA may not be able to process your request to participate in our education events and distance learning opportunities. In accordance with the Privacy Act, 5 U.S.C. 552a(e)(4)(D), NARA may disclose this information to: appropriate Federal, state, local, or foreign agencies when needed for civil, criminal, or regulatory investigations or prosecution; in response to a request from another Federal agency or Congress; to a NARA consultant, agent, or contractor to the extent necessary for them to assist NARA in the performance of its duties; or in accordance with any other "routine uses of records" listed in the Privacy Act System of Records Notice NARA 5, "Conference, workshop, and training course files."

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

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