



# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION LEARNING LAB REGISTRATION

OMB Control No. 3095-0074  
Expiration date: 05/31/2021

## 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	

## SECTION 2. SCHOOL INFORMATION

6. SCHOOL NAME		
7. ADDRESS LINE 1		
8. ADDRESS LINE 2		
9. CITY	10. STATE	11. ZIP CODE

## SECTION 3. EDUCATIONAL PROGRAM

Learning Lab Programs are offered on Tuesdays, Wednesdays, and Thursdays. Each Learning Lab can accommodate 10 - 42 students at a time. Large groups with more than 42 students may reserve more than one session on the same day. Programs can be booked from 10 AM – 3 PM. 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 request for additional availability.

12. SELECT LEARNING LAB PROGRAM <i>(Please insert drop down option: The Charters of Freedom: Building a More Perfect Union)</i>	
13a. PREFERRED DATE 1	13b. PREFERRED TIME 1
14a. PREFERRED DATE 2	14b. PREFERRED TIME 2
15a. PREFERRED DATE 3	15b. PREFERRED TIME 3

## SECTION 4. PARTICIPATING GROUP INFORMATION

16a. NUMBER OF STUDENTS	17. GRADE LEVEL ( <i>Programs are available for grades 3–12</i> )
16b. NUMBER OF TEACHERS AND OTHER CHAPERONES <i>(We ask that there be 1 chaperone for every 10 students)</i>	18. TYPE OF CLASS ( <i>U.S. History, Civics, Language Arts, etc.</i> )
19. SPECIAL NEEDS ACCOMMODATIONS      Yes      No	

## SECTION 5. COMMENTS OR QUESTIONS

20. ENTER YOUR COMMENTS OR QUESTIONS HERE
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## 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?
Yes	No	Would you like to receive emails about upcoming Education programs at the National Archives?

## 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

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be less than 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (MP), 8601 Adelphi Rd, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.**