

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Jesse Escobar  
Office of Head Start  
Administration for Children and Families (ACF)

**Date:** January 15, 2026

**Subject:** Change Request – Head Start Registration Form Questions (OMB #0970-0617)

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This memo requests approval of changes to the approved information collection, Head Start Registration Form Questions, approved under the Administration for Children and Families Generic for Information Collections Related to Gatherings (OMB #0970-0617).

### ***Background***

The purpose of the collections that use the Head Start Registration Form question bank is to gather appropriate information to plan Head Start related events, gatherings and resource sharing. For example, registration information collected from participants allows meeting/event organizers to plan and compile proper resources and tools for participants. Basic registration data allows participants to be contacted about the event and allows the organizers to appropriately plan for the needs of their audience (for example, by understanding the audience's familiarity with virtual meetings).

The information collection was approved in June 2025. Since approval, event organizers have identified that it would be helpful to know registrants' areas of interest.

### ***Overview of Requested Changes***

The change to the Head Start Registration Form question bank adds one new question option to be included during the registration process. This question, when used, allows individuals to select the topic areas that are of interest to them when completing the registration form.