

**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:** February 26, 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 and revised in January 2026 to include additional items. Since approval, event organizers have identified that it will likely have a broader use by all Office of Head Start Training and Technical Assistance (TTA) contracts across the approval period, increasing the estimated number of respondents.

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

This proposed change increases the estimated number of respondents per year to account for increased and standardized usage of the registration form across TTA offerings during the approval period. This ensures all TTA registrations are compliant with PRA expectations.

There are no changes proposed to the question bank or related estimated time per response.