



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

October 20, 2023

Alabama  
State Board  
of Education

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

**RE:** Portable Information

Governor Kay Ivey  
President

Jackie Zeigler  
District I

Tracie West  
District II  
Vice President

Stephanie Bell  
District III

Yvette M. Richardson, Ed.D.  
District IV

Tonya S. Chestnut, Ed.D.  
District V  
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Marie Manning  
District VI

Belinda McRae  
District VII

Wayne Reynolds, Ed.D.  
District VIII

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

The information that is being requested in this memorandum is very important since it will be provided to the Alabama State Legislature as required by law. Even though you have previously submitted similar data, it is for your protection and in your best interest to provide this information.

The two (2) quantities listed below should be submitted electronically by clicking on the following form link: [Portable Survey Form - 2023](#).

**Quantity A.** Number of systemwide **portable buildings** being utilized for **instructional** purposes as of October 1, 2023.

**Quantity B.** Number of systemwide **portable buildings** either unoccupied or being utilized for **non-instructional** purposes as of October 1, 2023.

Please complete the electronic form as soon as possible, but no later than **November 20, 2023**. Should assistance be required, please contact Mrs. Elena Littlefield, School Facilities Section, by email at [elena.littlefield@alsde.edu](mailto:elena.littlefield@alsde.edu) or by telephone at 334-694-4605.

EGM/BTP/EL

**FY24-3001**