



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

December 15, 2023

Alabama  
State Board  
of Education

**MEMORANDUM**

Governor Kay Ivey  
President

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

Jackie Zeigler  
District I

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

Tracie West  
District II  
Vice President

**RE:** District Test Coordinators Training

Stephanie Bell  
District III

The District Test Coordinators Training has been scheduled for January 23-24, 2024, from 9 a.m. until 3 p.m. and is a virtual meeting. The New District Test Coordinators training is scheduled for January 31, 2024, from 9 a.m. until 3 p.m. and is also a virtual meeting. All identified District Test Coordinators must attend.

Yvette M. Richardson, Ed.D.  
District IV

The purpose of the District Test Coordinators Training is to instruct all District Test Coordinators on the procedures, requirements, and logistics involved with the administration of the spring state assessments. Additional information will be emailed to the District Test Coordinators in advance of the training.

Tonya S. Chestnut, Ed.D.  
District V  
President Pro Tem

If you have any questions, please contact Mrs. Maggie Hicks at (334) 694-4817 or by email at [mhicks@alsde.edu](mailto:mhicks@alsde.edu).

Marie Manning  
District VI

EGM/MH

Belinda McRae  
District VII

cc: City and County District Test Coordinators

Wayne Reynolds, Ed.D.  
District VIII

**FY24-2022**

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