September 26, 2013

MEMORANDUM

TO: County and City Superintendents

FROM: Warren Craig Pouncey
Chief of Staff

RE: Portable Information

The information that I am requesting 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.

Please provide the two (2) quantities requested on the appropriate lines:

Quantity A. _______ Number of system-wide portable buildings being utilized for instructional purposes as of September 30, 2013.

Quantity B. _______ Number of system-wide portable buildings either unoccupied or being utilized for non-instructional purposes as of September 30, 2013.

Please sign and fax this document to E. Perry Taylor as soon as possible, but no later than October 18, 2013. His fax number is (334) 353-5614. Should you have questions or need assistance, feel free to contact him at (334) 242-9731.

__________________________
System Name

__________________________
Signature of Local Superintendent

WCP/EPT/NFD
FY13-3070