



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

February 28, 2025

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

**RE:** Unused Facilities Data

Kelly Mooney  
District III

One of the requirements of Act 2015-3, *Alabama School Choice and Student Opportunity Act* (the Act), regarding public charter schools is a website publication by the Alabama State Department of Education (ALSDE) of unused school facilities statewide. The Act states: *The department shall publish the names and addresses of unused facilities on its website in a list that is searchable at least by each facility's name and address. This list shall be upgraded at least once a year by May 1.*

Yvette M. Richardson, Ed.D.  
District IV

Under the Act, an “unused facility” means “a school building or other local board of education owned building that is or could be appropriate for school use, in which more than 60 percent of the building is not being used for direct student instruction or critical administration purposes and for which no offer to purchase has been executed.” If a school system decides to sell or lease a closed or unused public school facility or property, a public charter school that draws its students from that school system has a right of first refusal under the Act to purchase or lease the property at or below fair market value.

Tonya S. Chestnut, Ed.D.  
District V  
Vice President

In order for the ALSDE to comply with the annual requirement of website publication of unused facilities, each school system is requested to complete the Unused Facility Data Form through DocuSign. Please use this link to complete the required form:

Marie Manning  
District VI  
President Pro Tem

<https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9c9747d4-9eb9-484c-a239-9b6b87c64f1a&env=na4&acct=0d0d5396-2e0a-4ad5-97e4-e591b723344b&v=2>.

Allen Long, M.D.  
District VII

Wayne Reynolds, Ed.D.  
District VIII

Please respond to this request no later than April 1, 2025. Should assistance be required, contact Mrs. Elena Littlefield at [elena.littlefield@alsde.edu](mailto:elena.littlefield@alsde.edu) or by telephone to the School Facilities Section at 334-694-4605.

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

EGM/JW/EL

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