

Request for Legal Assistance
ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: 06/05/04
MATTER ASSIGNED TO: E.H.

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS:

- H. ERIC HILTON (DISTRICTWIDE, BOARD AGENDA ITEMS & EXCEPTIONAL EDUCATION)
- MARISSA KEY (EMPLOYEE RELATIONS, OPEN RECORDS & TITLE IX MATTERS)
- GLINTON DARIEN (RISK MANAGEMENT & WORKERS COMPENSATION MATTERS)
- CHASITY MIDDLEBROOKS-CODY (HUMAN RESOURCES & STUDENT RELATIONS)
- DANIEL DENTON (CONTRACTS)

WITH A COPY TO:
 SELYNTHIA WISE, OFFICE SPECIALIST

*** This request is a confidential communication and should be treated as such ***

Topic: Leader In Me Agreement and Agenda Item
(e.g., contract review, policy matter, etc.)

Action/response required Legal Sufficiency needed for supporting document.

Date of request: 6/25/04 Date by which a response is needed: _____
(Allow 3 to 5 business days)

Background information: Leader In Me Agreement was approved in Doc Express.

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)? Yes No Description of attachments, if any Doc Express

Requested by: Yolanda Williamson Yolanda Williamson
Print Name Signature

Email: Yolanda-williamson@dekalbcountyga.org Telephone: 460898

Department: DCBIP

Cabinet Member authorizing the request: Yolanda Williamson

This item is approved as to form? DCD Yes No

By: Daniel Denton

Comments: Agenda Item and attached contract approved as to form.

Please copy on email: All that are copied on original email

Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: _____ Time: _____ Total Time of Conference: _____

Advice Given: _____

Action Taken: _____