

Request for Legal Assistance

ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS:
 H. ERIC HILTON (DISTRICT WIDE, 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: **ITB** **24-596** **Reading** **Literacy** **Materials**

(e.g., contract review, policy matter, etc.)

Action/response required Legal Approval

Date of request: 8/29/2024 Date by which a response is needed: 8/29/2024
(Allow 3 to 5 business days)

Background information: This is an RFP for Title I Reading Literacy Materials with the recommended Vendor being Scholastic, Inc.


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

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

Requested by: Myisha Warren/Candace Alexander 
Print Name Signature

Email: myisha_warren@dekalbschoolsga.org Telephone: 678-676-0528

Department: Accountability & Research

Cabinet Member authorizing the request: Candace Alexander 

This item is approved as to form? (HEH) Yes No

By: *H. Eric Hilton*

Comments: _____

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

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Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

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

Advice Given: _____

Action Taken: _____