

Request for Legal Assistance
ATTORNEY - CLIENT COMMUNICATION

DATE RECEIVED: \_\_\_\_\_
MATTER ASSIGNED TO: \_\_\_\_\_

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

- [x] 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: Technology Device Purchase Approval
(e.g., contract review, policy matter, etc.)

Action/response required Legal Review

Date of request: 8/29/24 Date by which a response is needed: \_\_\_\_\_
(Allow 3 to 5 business days)

Background information: Providing technology tools for schools & teachers to facilitate learning.

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

Attachment(s)? Yes [x] No Description of attachments, if any \_\_\_\_\_

Requested by: LaKeishaBrooks LaKeisha Brooks
Print Name Signature

Email: lakeisha\_brooks@dekalbschoolsga.org Telephone: 678-676-1274

Department: DIIT

Cabinet Member authorizing the request: [Signature] Monique Davis

This item is approved as to form? [x] Yes [ ] No

By: H. Eric Hilton, Esq.

Comments: \_\_\_\_\_

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: \_\_\_\_\_