

Request for Legal Assistance
DCSD Office of Legal Affairs
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, CONTRACTS)

- MARISSA KEY (EMPLOYEE RELATIONS, OPEN RECORDS & TITLE IX MATTERS)
- GLINTON DARIEN (RISK MANAGEMENT & WORKERS COMPENSATION MATTERS)
- CHASITY MIDDLEBROOKS-CODY (HUMAN RESOURCES & STUDENT RELATIONS)
- OUTSIDE LEGAL COUNSEL (AS ASSIGNED BY OFFICE OF LEGAL AFFAIRS)

WITH A COPY TO:

SELYNTHIA WISE, OFFICE SPECIALIST

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

Topic: Board Agenda Item - Legal Request Review – Easement – Panola Way Elementary School – 2170 Panola Way Ct., Lithonia, GA 30058-

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

Action/response required Legal Approval

Date of request: 8/15/2024 Date by which a response is needed: 8/20/2024

(Allow 3 to 5 business days)

Background information Board Agenda Item - Legal Request Review – Easement – Panola Way Elementary School – 2170 Panola Way Ct., Lithonia, GA 30058-

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

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

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

Requested by: Darlene Y. Hughes

Print Name

Darlene Y. Hughes

Signature

Email: darlene_hughes@dekalbschoolsqa.org Telephone: 678-676-1447

Department: Operations

Cabinet Member authorizing the request: Erick Hofstetter

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

By: _____

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: _____