

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: Emergency Response Plan Review  
(e.g., contract review, policy matter, etc.)

Action/response required Legal Review

Date of request: 8-30-24 Date by which a response is needed: 9/3/24  
(Allow 3 to 5 business days)

Background information: HB 147 Safe Schools Act

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

Attachment(s)?  Yes  No Description of attachments, if any DCSD Emergency Plan doc.

Requested by: Elijah Palmer Elana Frazier ED Dupin  
Print Name Signature

Email: elijah.palmer@dcsd.net Telephone: 678-457-3254

Department: Superintendent

Cabinet Member authorizing the request: Elijah Palmer, Chief of Staff

This item is approved as to form?  Yes  No

By: [Signature]

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: \_\_\_\_\_