

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: **Communities in Schools Atlanta, Inc. for Stone Mountain ES & Flat Shoals ES**

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

Action/response required Legal Approval

Date of request: 9/11/2024 Date by which a response is needed: 9/14/2024

(Allow 3 to 5 business days)

Background information: The GaDOE provided funds in School Improvement 1003 (a) for Communities in Schools . This is a request to ratify and approve the MOU for services rendered

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 

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? Yes No

By: *H. Eric Hilton*

Comments: Reviewed MOU previously executed for ratification. MOU was previous reviewed and approved by Attorney Denton 10/11/23.

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: _____