

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: AT&T Cellular Services Renewal
(e.g., contract review, policy matter, etc.)

Action/response required Legal Review

Date of request: 9/13/24 Date by which a response is needed: 9/19/24

Background information: To provide district users with cellular service with AT&T.
(Allow 3 to 5 business days)

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

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

Requested by: LaKeisha Brooks LaKeisha Brooks
Print Name Signature

Email: lakeisha_brooks@dekalbschoolsga.org Telephone: 678-676-1274

Department: DIIT

Cabinet Member authorizing the request: 

This item is approved as to form? Yes No

By: H. Eric Hilton

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: _____