



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.

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

DESCRIPTION OF REQUEST

Title of Item/Topic:

District 5 High School Marching Band Funding

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

Date of request: 10/4/24

Due Date: 10/7/24 (Allow 3 to 5 business days)

Background information/Detail: DeKalb County Commissioner Mereda Davis-Johnson has allocated \$25,000 for (5) schools in District 5, at \$5,000 per school for the marching band program.

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to:

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any

REQUIRED AUTHORIZATION

Requested by: Libritta Anderson-Griffin and Marcia Oglesby

Email: Libritta_Anderson@dekalbschoolsga.org Telephone: 678-676-0396; 678-676-0375

Department: Grants and Partnerships

Cabinet Member authorizing the request: Jennifer Caracciolo

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? [X] Yes [] No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? [] Yes [] No

*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.

Approving Attorney (and law firm if Outside Counsel) H. Eric Hilton, Esq.

Comments: