



DATE RECEIVED: _____
 MATTER ASSIGNED TO: _____

Request for Legal Assistance
DCSD Office of Legal Affairs
 ATTORNEY – CLIENT COMMUNICATION

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:

Leader in Me/Franklin Covey

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

Date of request: 10/30/2024

Due Date: 11/1/2024 (Allow 3 to 5 business days)

Background information/Detail: Review and approve the request to pay

Franklin Covey to provide contracted services and professional learning in 22 schools with funds provided by the GaDOE.

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: The GADOE allocated \$2.5 million dollars to support schools districts to implement the Leader in Me program. No procurement was necessary

because Franklin Covey is the approved and only provider of the Leader in Me program through this funding allocation.

SUPPORTING DOCUMENTATION

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

Description of supporting documentation, if any July Board Directive to accept funds from the GaDOE

REQUIRED AUTHORIZATION

Requested by: Dr. Marcia Oglesby, Director of Grants and Partnerships

Email: marcia_oglesby@dekalbschoolsga.org

Telephone: 678-676-0375

Department: Grants and Partnerships/Division of Community Engagement and Innovative Partnerships

Cabinet Member authorizing the request: Jennifer Caracciolo, Chief Communications Officer

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? 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) [Handwritten Signature]

Comments: _____