



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: Legal Review and Approval – Board Agenda Item Only  
(e.g., contract review, policy matter, etc.)

Date of request: 11/13/2024 Due Date: 11/18/2024 (Allow 3 to 5 business days)

Background information/Detail: Capital Improvement Project – Change Order Request – Evergreen Construction Group - Tucker Middle School HVAC and Controls Replacement – Change Order No. 1 - Owner Requested Items – Not- To-Exceed \$468,393.00

**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 Chronology, BAI, Contracts, and all applicable documents

**REQUIRED AUTHORIZATION**

Requested by: Darlene Y. Hughes

Email: darlene\_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

**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) H. Eric Hilton Esq. [Signature]

Comments: \_\_\_\_\_