



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:

DeKalb PATH Academy - Charter Contract Extension

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

Date of request: 11/18/2024

Due Date: 11/20/2024 *(Allow 3 to 5 business days)*

Background information/Detail: At its January 13, 2025, business meeting, the DBOE will take action on the

Superintendent's recommendation regarding DeKalb PATH Academy's charter contract. Legal approval is required.

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 Supporting Documents Shared via OneDrive

REQUIRED AUTHORIZATION

Requested by: Kina M. Champion

Email: kina_champion@dekalbschoolsga.org **Telephone:** (404) 676-0718

Department: School Innovation

Cabinet Member authorizing the request: Dr. Triscilla Weaver

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) Melanie V. Slaton, Hall Booth Smith, PC

Comments: _____