

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: GSU Convocation Center Facilities Use Agreement
(e.g., contract review, policy matter, etc.)

Date of request: 12/10/24 Due Date: 12/12/24 (Allow 3 to 5 business days)

Background information/Detail: FUA between DCSD and Board of Regents of the University System of Georgia/Georgia State University for the school district graduations in May 2025. A quick turnaround is requested as this will be presented during the January 13, 2025 board meeting.

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 GSU Convocation Center Facilities Use Agreement

REQUIRED AUTHORIZATION

Requested by: Maria Marquez

Email: maria_marquez@dekalbschoolsga.org Telephone: 678.676.0419

Department: Superintendent

Cabinet Member authorizing the request: Dr. Bernetta Jones

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.

Comments: _____