



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:

Evansdale Elementary Parent Teacher Organization for 5th grade STEM Field Trip Transportation
 (e.g., contract review, policy matter, etc.)

Date of request: 2/3/25 Due Date: 2/7/25 (Allow 3 to 5 business days)

Background information/Detail: Evansdale ES PTSA will donate a total of \$10,400 to support the 5th grade STEM Field Trip Transportation.

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 Statement of Donated Funds, Field Trip Plan

REQUIRED AUTHORIZATION

Requested by: Terri Brown

Email: terri_d_brown@dekalbschoolsga.org Telephone: (678) 898-2101

Department: School Leadership

Cabinet Member authorizing the request: Dr. Yolanda Williamson

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)

Comments: _____