



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 – Change Order and Budget Reallocation Request**  
(e.g., contract review, policy matter, etc.)

Date of request: 3/20/2025 Due Date: 3/25/2025 3 to 5 business days)

Background information/Detail: **Capital Improvement Project - Evergreen Construction – Briarlake Elementary School HVAC and Controls Replacement - Change Order No. 01, Budget Reallocation – Owner Requested Items and Unforeseen Conditions – Not to Exceed- \$523,709.00**

**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 \_\_\_\_\_

**REQUIRED AUTHORIZATION**

Requested by: Darlene Y. Hughes, Esq.

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) \_\_\_\_\_

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

*[Handwritten signature]*