



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:

Georgia State University Technical Services Agreement (Year 3 of 5 renewal)

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

Date of request: 3/21/25

Due Date: 3/26/25 (Allow 3 to 5 business days)

Background information/Detail: DCSD applied for and was awarded the School-Based Mental Health Services grant with

Georgia State University. The grant support the recruitment, training, tuition, student health insurance, graduate research assistantships, professional association memberships, and more.

**PROCUREMENT DETAILS (if applicable)**

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: N/A

**SUPPORTING DOCUMENTATION**

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any Georgia State Technical services agreement, award notification and project overview

**REQUIRED AUTHORIZATION**

Requested by: Kiana King

Email: kiana\_king@dekalbschoolsga.org

Telephone: 678-676-1885

Department: Exceptional Education

Cabinet Member authorizing the request: Dr. Norman C. Sauce, III

**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) \_\_\_\_\_ RCP

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