



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:

Contract Review

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

Date of request: 5/5/2025

Due Date: 5/9/2025 (Allow 3 to 5 business days)

Background information/Detail: To further build our instructional staff's capacity and meet our students' unique needs in the classroom, the district seeks to partner with the Modern Classroom Project.

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 Board Agenda Template, Agreement, Sole Source Letter

REQUIRED AUTHORIZATION

Requested by: Mrs. Michelle Dillard

Email: Michelle_Dillard@dekalbschoolsga.org Telephone: 678-676-2849

Department: Schools and Leadership

Cabinet Member authorizing the request: Mrs. Michelle Dillard

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: _____