DeKalb County School District

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:
Second Step SEL Curriculum Renewal
(e.g., contract review, policy matter, etc.)

Date of request: 6/17/25 **Due Date:** ASAP *(Allow 3 to 5 business days)*

Background information/Detail: DCSD utilizes the Second Step curriculum to ensure

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 Quote, Scope and Sequence, Board Agenda Template,DCSD SEL Usage/Data, agreement

REQUIRED AUTHORIZATION

Requested by: Dr. Shannon Crosslin

Email: shannon_Crosslin@dekalbschoolsga.org **Telephone:** 404-808-8942

Department: Student Advancement- School Counseling

Cabinet Member authorizing the request: Dr. Kishia Towns

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 ____ VEH

Comments: _____