



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:**

Board Agenda Item-Memorandum of Agreement between GaDOE and DCSD on behalf of Georgia Learning Resources System (GLRS)

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

**Date of request:** 7/2/25

**Due Date:** 7/16/25 (Allow 3 to 5 business days)

**Background information/Detail:** This board agenda item will be presented during the August Board Meeting requesting that the Board of Education approve the Memorandum of Agreement between the Georgia Department of Education and the DeKalb County School District on behalf of the Georgia Learning Resources System for an amount not to exceed \$564,000.00.

**PROCUREMENT DETAILS (if applicable)**

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: All procurement policies and requirements have been followed.

**SUPPORTING DOCUMENTATION**

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

Description of supporting documentation, if any See supporting documentation

**REQUIRED AUTHORIZATION**

Requested by: Kiana King

Email: kiana\_king@dekalbschoolsga.org Telephone: 678-676-1885

Department: Department of 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) \_\_\_\_\_ 

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