

Request for Legal Assistance  
ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO  
DCSD OFFICE OF LEGAL AFFAIRS

DATE RECEIVED: \_\_\_\_\_  
MATTER ASSIGNED TO: \_\_\_\_\_

\*\*\* This request is a confidential communication and should be treated as such \*\*\*

Topic: Brentwood Agenda Item for September 8, 2025, Board of Education Meeting  
(e.g., contract review, policy matter, etc.)

Action/response required Legal approval of Renewal of District's Third-Party Agreement

Date of request: 8/12/2025 Date by which a response is needed: 8/13/2025  
(Allow 3 to 5 business days)

Background information: This will be renewal year four of five renewal periods

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)?  Yes  No Description of attachments, if any Agenda Item

Requested by: Glinton R. Darien, Jr. Glinton R. Darien, Jr.  
Print Name Signature

Email: glinton\_darien@dekalbschoolsga.org Telephone: 678-676-0403

Department: Office of Legal Affairs

Cabinet Member authorizing the request: H. Eric Hilton, Chief Legal Officer

This item is approved as to form?  Yes  No

By: [Signature]  
H. Eric Hilton, Chief Legal Officer

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

Please copy on email: All that are copied on original email

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**Telephone Conference**

Was this matter an emergency requiring immediate contact?  Yes  No

Date Called: \_\_\_\_\_ Time: \_\_\_\_\_ Total Time of Conference: \_\_\_\_\_

Advice Given: \_\_\_\_\_

Action Taken: \_\_\_\_\_