



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

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

Date of request: 11/7/2025 **Due Date:** 11/10/2025 *(Allow 3 to 5 business days)*

Background information/Detail: We would like to partner with Cartwheel to provide mental health services within DCSD as allowed through HB68 RFI approved state grant for MS and HS students.

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 Service Agreement, GADOE RFI, GADOE Grant Funding

REQUIRED AUTHORIZATION

Requested by: Mrs. Michelle Dillard
Email: Michelle_Dillard@dekalbschoolsga.org **Telephone:** (678)676-0542
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: _____