



Request for Legal Assistance
DCSD Office of Legal Affairs
ATTORNEY – CLIENT COMMUNICATION

DATE RECEIVED: _____

MATTER ASSIGNED TO: _____

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:

Extension of Memorandum of Understanding with Trust for Public Land until March 31, 2027

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

Date of request: June 11, 2026

Due Date: June 11, 2026 (Allow 3 to 5 business days)

Background information/Detail: DCSD's partnership agreement with TPL expires on June 24, 2026.

It is necessary to seek the Board of Education's approval to extend the MOU until March 31, 2027.

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: The Division of Finance is providing guidance and leadership to ensure that

the donations and funds are received and expended in accordance with all Board policies and regulations.

SUPPORTING DOCUMENTATION

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

Description of supporting documentation, if any Board Agenda Item, Chronology, MOU Extension, & MOU June 2024

REQUIRED AUTHORIZATION

Requested by: Ms. Stacy E. Stepney

Email: stacy_e_stepney@dekalbschoolsga.org

Telephone: 678-676-0898

Department: Superintendent's Office

Cabinet Member authorizing the request: Ms. Stacy E. Stepney, Strategic Advisor to Superintendent

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: _____