



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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ATTORNEY CONTACT AND NEED FOR LEGAL OPINION | 3002.1

All employees are required to have requests for legal services approved by the appropriate administrator *prior* to contacting an attorney. If an administrator believes that a legal opinion is needed in response to an action taken by employees or individuals including parents and students, the administrator should contact the appropriate person based on the attached chart.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.