

Northwest Independent School District
Monthly Record of Attorney Contacts

Prior to an initial contact with an attorney for which the District will be billed hours, permission must be obtained from the Superintendent, Assistant Superintendents, Chief Financial Officer, or Special Assistant to the Superintendent. Upon receiving approval, the following information should be recorded:

Date/Time of Call	Administrator Placing Call	Purpose of Call
Length of Call	Approval Granted by	
Follow Up Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Attorney Contacted	
Date/Time of Call	Administrator Placing Call	Purpose of Call
Length of Call	Approval Granted by	
Follow Up Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Attorney Contacted	
Date/Time of Call	Administrator Placing Call	Purpose of Call
Length of Call	Approval Granted by	
Follow Up Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Attorney Contacted	
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Follow Up Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Attorney Contacted	
Date/Time of Call	Administrator Placing Call	Purpose of Call
Length of Call	Approval Granted by	
Follow Up Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Attorney Contacted	

Please submit the log to the Superintendent, Assistant Superintendent, Chief Financial Officer, or Special Assistant to the Superintendent, as appropriate, by the 5th day of the following month in order to verify billing.