



Brick Township Public Schools

Department of Special Services

224-260 Chambers Bridge Road
Brick, New Jersey 08723

Office: 732-785-3000 Opt. 3 Fax: 732-477-5837

Dr. Walter Uszenski, Superintendent

*Susan Russell, Director
Donna Stump, Supervisor
Ann Marie Dayton, Supervisor*

September 9, 2015

Ocean Academy
160 Route 9
Bayville, NJ 08721

**RE: Jordan Kirchner
Jay-Si Milton**

Dear Administrator:

Please be advised that the following students shall terminate instruction at your out-of-district facility as indicated below

Student's Name: [REDACTED] 6039
Last Day of Attendance: 9/1/2015

Student's Name: [REDACTED] 0282
Last Day of attendance: 9/2/15

We ask that you please terminate his tuition contract for the 2015-2016 school year. Please terminate all billing as appropriate concerning placement fees of this individual. Please return all records to the Brick Township School District in care of the case manager.

Your cooperation and assistance in this matter is greatly appreciated.

Thank you.

Very truly yours,

Susan Russell
Director of Special Services

SR/kb

cc: School Principal
Child Study Team
Superintendent
Business Office
Transportation
Guidance
K. Sundheimer -- Special Services
Sally Jo Michaels -- Special Services