



Brick Township Public Schools

Department of Special Services

224 Chambers Bridge Road
Brick, New Jersey 08723

Office: 732-785-3000 Opt. 3

Fax: 732-836-0849

Dr. Richard Caldes, Interim Superintendent

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

December 10, 2015

Collier School
160 Conover Road
P O Box 300
Wickatunk, NJ 07765

RE: [REDACTED] #6153

Dear Administrator:

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

Student's Name: [REDACTED] #6153
Last Day of Attendance: 12/09/15

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,

A handwritten signature in cursive script that reads "Susan Russell".

Susan Russell
Director of Special Services

SR/as

cc: School Principal
Child Study Team
Superintendent Secretary
Business Office
Transportation
Guidance
Denise Wolf – Special Services
Sally Jo Michaels – Special Services