



# Brick Township Public Schools

## Department of Special Services

224-260 Chambers Bridge Road  
Brick, New Jersey 08723

Office: 732-785-3000 Opt. 3 Fax: 732-836-0849

Thomas Glalanella, Interim Superintendent

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

February 19, 2016

THE EDUCATION ACADEMY  
505 N. Main Street, Route 9  
Lanoka Harbor, NJ 08734

RE: [REDACTED]

4390

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]  
Last Day of Attendance: January 27, 2016

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 Secretary  
Business Office  
Transportation  
Guidance  
Denise Wolff – Special Services  
Sally Jo Michaels – Special Services