



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 Gialanella, Interim Superintendent

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

February 19, 2016

Somerset County Educationa Services Commission
Somerset Secondary Academy
991 Route 22 West, Suite 102
Bridgewater, NJ 08807

Attn: Karen Myrick

RE: [REDACTED]

9160

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: February 4, 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