



# Brick Township Public Schools

## Department of Special Services

101 Hendrickson Avenue  
Brick, New Jersey 08724

Office: 732-785-3000 Opt. 3

Fax: 732-578-6537

Thomas Gialanella, Interim Superintendent

Colleen Dalrymple, Director  
Donna Stump, Supervisor  
Ann Marie Dayton, Supervisor

---

October 4, 2017

**Manchester Township Board of Education**  
**Regional Day School**  
890 Toms River Road  
Jackson, NJ 08527

**RE:** [REDACTED] #8967

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:** October 3, 2017

We ask that you please terminate his tuition contract for the 2017-2018 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 blue ink that reads "Colleen Dalrymple".

Colleen Dalrymple  
Director of Special Services

CD/kb

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