



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

Sean Cranston, Acting Superintendent

Kristen Hanson, Director
Ann Marie Dayton, Supervisor
Rachel Gough, Supervisor

September 6, 2019

CPC High Point
1 High Point Center Way
Morganville, NJ 07751

RE: [REDACTED]

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] #1370
Last Day of Attendance: Has not attended in the 19-20 School year

We ask that you please terminate his tuition contract for the 2019-2020 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 "Kristen Hanson".

Kristen Hanson
Director of Special Services

KH/kb

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