



# Brick Township Public Schools

## Department of Special Services

224 Chambers Bridge Road  
Brick, New Jersey 08723

Office: 732-785-3000 Opt. 3

Fax: 732-477-5837

*Dr. Richard Caldes, Interim Superintendent*

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

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May 26, 2015

**Children's Center of Monmouth County**  
1115 Green Grove Road  
Neptune, NJ 07753

**RE:** [REDACTED] 8155

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] 8155  
**Last Day of Attendance:** 6/4/2015

We ask that you please terminate his tuition contract for the 2014-2015 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  
Business Office  
Transportation  
Guidance  
K. Sundheimer – Special Services  
Sally Jo Michaels – Special Services