



Brick Township Public Schools

Department of Special Services

101 Hendrickson Avenue
Brick, New Jersey 08724

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Thomas Gialanella, Interim Superintendent

Joseph Jakubowski, Interim Director
Donna Stump, Supervisor
Ann Marie Dayton, Supervisor

March 15, 2017

Willowglen Academy
8 Wilson Drive
Sparta, NJ 07871
Attn: Susan Hackette

RE: [REDACTED] #2124

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] 2124
Last Day of Attendance: 3/1/17

We ask that you please terminate his tuition contract for the 2016-2017 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 "Joseph J. Jakubowski".

Joseph Jakubowski
Interim Director of Special Services

JJ/kb

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