



# Brick Township Public Schools

## Department of Special Services

101 Hendrickson Avenue  
Brick, New Jersey 08724

Office: 732-785-3000 Opt. 3 Fax: 732-836-0849

Thomas Gialanella, Interim Superintendent

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

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March 23, 2017

**Collier School**  
160 Conover Road  
P O Box 300  
Wickatunk, NJ 07765

**RE:** [REDACTED] 4221

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] #4221  
**Last Day of Attendance:** 3/22/17

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 black ink that reads "Joseph J. Jakubowski".

Joseph Jakubowski  
Interim Director of Special Services

JJ/kb

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