



Brick Township Public Schools

Department of Special Services

101 Hendrickson Avenue
Brick, New Jersey 08724

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Thomas Gialanella, Interim Superintendent

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

May 3, 2018

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: 4/18/18

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