



# Brick Township Public Schools

## Department of Special Services

101 Hendrickson Avenue  
Brick, New Jersey 08724

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*Gerard Dalton, Superintendent*

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

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July 31, 2018

**Manchester Township Board of Education**  
**Regional Day School**  
890 Toms River Road  
Jackson, NJ 08527

**RE:** [REDACTED] # 4066

Dear Administrator:

Please be advised that the following student shall not be attending instruction at your out-of-district facility for the 18-19 School year as indicated below

**Student's Name:** [REDACTED] #4066

We ask that you please terminate his tuition contract for the 2018-2019 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,  
Kristen Hanson  
Director of Special Services

KH/kb

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