



# Brick Township Public Schools

## Department of Special Services

101 Hendrickson Avenue  
Brick, New Jersey 08724

Office: 732-785-3000 Opt. 3

Fax: 732-578-6537

*Gerard Dalton, Superintendent*

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

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October 18, 2018

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

**RE:** [REDACTED] #4215

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:** 10/17/18

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,

A handwritten signature in blue ink that reads "Kristen Hanson".

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