



Thomas Farrell, Ed. D
Superintendent

Department of Special Services
Nandieta Itwaru, Ed. D - *Director*

Sharon Thimons, Ed. D, K-12 Supervisor
Ann Marie Dayton, Preschool - 12 Supervisor
Christine Rossi, K-12 Supervisor

Dear Parent(s)/Guardian(s),

This letter is to inform you of the procedures regarding the submission of requests related to your child's referral, evaluation, and classification for special education services.

According to Brick Township Schools Board Policy 2460:

"The school district will not accept the use of electronic mail from the parent(s) or adult pupils to submit requests to a school official regarding referral, identification, evaluation, classification, and the provision of a free appropriate education (FAPE). All requests must be submitted to school officials in writing and must include an original signature. Electronic mail requests will not be accepted. All consents required by N.J.A.C. 6A:14-1.2(b)18 which are provided by parent(s) or adult pupils must be in writing and must include an original signature. Electronic mail consent will not be accepted."

It is important to note that this is not a new policy. During the COVID-19 pandemic, temporary modifications were made to allow the submission of requests and consents through electronic means in order to ensure continuity of services and communication. However, as conditions have normalized, the district has reverted back to requiring original signatures on all such requests and consents, in alignment with Policy 2460.

Moving forward, please ensure that any referral, evaluation, or classification requests are submitted in writing and include your original signature. Requests sent via email will not be accepted.

We appreciate your cooperation and understanding in adhering to this policy, which is in place to safeguard the rights of students and parents while ensuring compliance with state regulations.

If you have any questions regarding this process, please contact the Office of Special Services at 732-785-3000 Ext. 4512.

Sincerely,

Nandieta Itwaru, Ed. D
Director of Special Services
Brick Township Schools

"Student Centered, Teacher Led, Community Connected"

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