

Treasurer  
City Schools  
1226 E State St.  
City, OH 44460

School Name  
111 Road St.  
Salem, OH 44460  
[schoolemail@gmail.com](mailto:schoolemail@gmail.com)  
Phone Number

Dear Mr. Wilson:

As required by Ohio Administrative Code 3301-35-08, I am filing a copy of the pupil attendance record for **School Name**. Our school is located in **City School District**.

Thank you,

**Print Name**