

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. A green horizontal bar is located below the logo, containing the text 'ASCENDER GUIDES' in white, all-caps font. Below this bar is another instance of the Ascender logo, but in a smaller size. To the right of the logo and bar is a photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay.

# November



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From August Year-End Doc →

Complete the fall PEIMS submission.

- Once the final file is submitted, be sure to review all final reports to ensure that you have an accurate record of submission.

Order W-2 and 1099 tax forms if needed.

Complete the Transportation Operations report. (Due Dec 1)



## Back Cover