

**KIPP:**

**GUIDING QUESTIONS**

FOR MANAGING



**TO & THROUGH**





## SUGGESTIONS FOR USE

Getting ready, getting in, and getting through college takes a lot of hard work by our KIPPsters, their families, and our KIPP Team. This booklet outlines some of the questions and important information you'll need as a leader to make sure your team is planning and executing a strong "to and through" strategy.

We know you're busy, so we've grouped and prioritized the information and guiding questions to help focus your time each month. The questions are organized in four categories: *Getting Ready*, *Getting In*, *Getting Through*, and *What to Ask Now*. The *What to Ask Now* section has top-priority questions for you to consider that month, often one month ahead of when students or staff will need to act to meet deadlines. The other three categories represent the chronological progress of a KIPPster from middle school through college graduation. *Getting Ready* questions focus on students transitioning from middle to high school. *Getting In* questions focus squarely on junior and senior year of high school. The final category of *Getting Through* includes questions that focus on persistence through college. Within these categories, there are some questions denoted as "KIPP HS:" — these are most directly applicable to KIPPsters and staff in our KIPP high schools.

Additionally, for each month, we have listed suggestions of helpful resources. Links to those resources are available in the electronic copy of this booklet, which will be emailed to you and can be found on KIPP Share Main Office.

### We recommend you use these questions in four ways:

1. In your one-on-one meetings with your school leaders or KTC directors and counselors.
2. To analyze your monthly alumni attainment reports and to facilitate your regular and timely alumni data collection efforts.
3. To look one-to-two months ahead to ensure that your team is planning for the work coming up.
4. To look back one month to ensure that you're taking the time to reflect, debrief, and capture lessons learned for the future.

*If you have any questions or suggestions, please email [ktcinfo@kipp.org](mailto:ktcinfo@kipp.org)*





# KIPP: THROUGH COLLEGE



**Match refers to the quantifiable aspects of finding the right college, including knowing the academic credentials needed for admission, prioritizing colleges with high graduation rates, and looking for colleges with a history of providing solid financial aid packages.**

## WHAT TO ASK NOW

- 1** What are we doing to support our seniors in developing and refining their wish lists of colleges with high graduation rates and track records of providing strong financial aid packages to KIPPsters across likely, match, and reach schools?
- 2** Are juniors thinking of their high school courseload with college in mind, and are they pushing themselves to take the most rigorous coursework?
- 3** KIPP HS: Have we reviewed the senior transcripts, do we know who is on track to graduate, and are we making sure that all seniors are taking the right/necessary classes?

## TO & THROUGH TOOLKIT

- [Match Matters Webinar](#)
- [Resource Roundup: Match Matters Marketing Materials](#)
- [Database Guidebook — 6. Maintaining Enrollments, Graduations, Transfers, Grades, and GPAs](#)

# GUIDING QUESTIONS

## GETTING READY

- How are we talking to students about KIPP College Partners?

## GETTING IN - MATCH MATTERS

### JUNIORS



- Which juniors do not have a personal statement, FAFSA4caster, transcript, standardized test score, or college wish list?
- How are we ensuring that every junior has a smart college wish list by the start of the school year?

### SENIORS



- KIPP HS: What are the deadlines for seniors to register to re-take the ACT and SAT in the fall?
- KIPP HS: What is our plan for ensuring that senior-year teachers infuse applicable ACT/SAT problems into the curriculum based on previous data analysis?



- KIPP HS: Do we have a plan in place, including several in-person opportunities, to reach out to parents and teach them about the application process?
- KIPP HS: Has our KTC or KIPP HS team conducted an After Action Review for the senior application and admission process? What are the top three learnings from this past year's process and implications for next year?



- KIPP HS: Do we have seniors applying to regional/local scholarships, and do we have a full and accurate list of what those scholarships are?

## GETTING THROUGH

- How are we encouraging KIPPsters to register for classes early?
- Have we checked in with all college students and confirmed that they intend to and are prepared to re-enroll?

## WHAT TO ASK NOW

- 1 Which seniors need to retake the ACT or SAT in October?
- 2 What is the average ACT/SAT score for our seniors?
- 3 Do we have seniors who are applying for (or should be applying for) the Gates, Posse (in limited cities), Questbridge, and Dell Scholarships?

## TO & THROUGH TOOLKIT

- [How Do I Obtain SAT and ACT Fee Waivers?](#)
- [Resource Roundup: College Admissions Testing](#)
- [How Do I Nominate Students for Posse, Jack Kent Cooke, Dell, Gates, and Questbridge Scholarships?](#)

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# GUIDING QUESTIONS

## GETTING READY

- KIPP HS: Are our high school students thinking of their high school courseload with college in mind, and are they pushing themselves to take the most rigorous coursework?
- KIPP HS: Do we have a goal and target for summer program participation by underclassmen?

## GETTING IN - *MATCH MATTERS*

### SENIORS



- KIPP HS: Do we have individualized plans for seniors re-taking the ACT/SAT based on an analysis of their current scores? For example, what is the impact of scoring two points higher on the ACT in terms of college possibilities, and which students are being encouraged or required to re-take?
- How many seniors do not have a standardized test score in the Alumni Database?



- How will we ensure that our KIPPsters have strong scholarship applications and meet all deadlines?

## GETTING THROUGH

- Does our College Connections liaison have an overview of the year ahead, and is he/she proactively building a plan to connect with all KIPPsters in our area?

# WHAT TO ASK NOW

- 1 How are we working with seniors whose GPAs are lower than 2.0 to support their academic success in the first semester of high school?
- 2 Do seniors have a wish list of 3 likely, 3 match, and 3 reach schools?
- 3 How are we supporting seniors to write compelling, high-quality personal statements?

## TO & THROUGH TOOLKIT

- Working with Students to Build Strong College Wish Lists
- College Connections: Finding Team & Family on Campus
- High School Placement 101

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# GUIDING QUESTIONS

## GETTING READY

- KIPP HS: What are we doing to ensure that students are pursuing their passions and interests, which are critical inputs of a compelling college application?
- KIPP HS: What is our plan for introducing our 9<sup>th</sup> and 10<sup>th</sup> graders to the importance of GPA and ACT/SAT in their college admissions?
- Do we have confirmed enrollments for every new 9<sup>th</sup> grader?
- What percentage of new 9<sup>th</sup> graders are attending college prep high schools?
- How are we supporting 9<sup>th</sup> graders in the transition to high school?
- Who are the 8<sup>th</sup> graders who will pursue admission to private and other selective high schools?

## GETTING IN - MATCH MATTERS

### JUNIORS



- How are we ensuring that KIPPsters register for standardized tests by the deadlines?
- How are we preparing our juniors to take the ACT or SAT?



- Are our teachers teaching how to write compelling, high-quality personal statements in junior-year English classes?



- KIPP HS: How are we teaching our families early about the application process, including the concept that you should apply to schools based on the net price and not the sticker price for tuition, room, and board?

### SENIORS



- KIPP HS: Are we coordinating with the data team to ensure that we have all the necessary data for the School Profile and Transcripts?
- What is our average ACT or SAT score for seniors?



- KIPP HS: Do we have a minimum number of drafts for personal statements that we will require our high school seniors to write? How will they be held accountable for this?
- KIPP HS: Who will be reading the drafts of senior essays, especially including the English Department where possible?
- How are we encouraging students and families to consider schools not already on their radar?

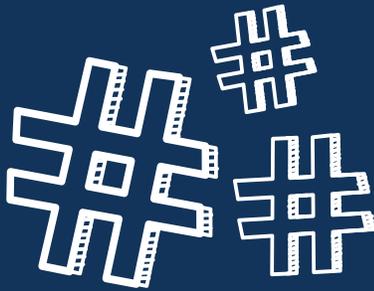


- Do we know which KIPP College Partners pre-screen applications — students submit applications early and the institution will pre-read and provide information on financial aid possibilities — and do we know the deadlines?

## GETTING THROUGH

- Do we have confirmed enrollments for every college student?
- How are we supporting College Connections?





## KNOW YOUR NUMBERS

A student's ACT/SAT scores and GPA impact both their chances of admission and their chances of receiving merit-based financial aid.

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- Nationally, students entering very competitive colleges have an ACT score of 21 or higher.
  - The average national ACT score is 20.
  - The average national SAT score is 1000 (math + critical reading).

# WHAT TO ASK NOW

- 1 What's our strategy to support the seniors who will pursue early admission to highly competitive institutions?
- 2 How are we encouraging juniors, seniors, and families to consider schools not already on their radar?
- 3 What is our process for requesting recommendation letters from teachers for college applications?

# TO & THROUGH TOOLKIT

- [ACT Preparation Packet — Workshop \(Memphis\)](#)
- [College Application Requirements and Deadlines Tracker](#)
- [How Do I Track Wish Lists in the Alumni Database?](#)

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# GUIDING QUESTIONS

## GETTING READY

- Are we registered for and prepared to administer the SSAT to our 8<sup>th</sup> graders who are seeking private school enrollment?

## GETTING IN - MATCH MATTERS

### JUNIORS



- How are we ensuring that our juniors are prepared for their standardized test?

### SENIORS



- Have all standardized test scores and GPAs been entered into the Alumni Database?



- KIPP HS: What are we doing to ensure that seniors know how to ask teachers for recommendations and that there is a process in place?
- KIPP HS: Is there a system in place to ensure that transcripts get to the right place (including who prints, organizes, etc.)?
- KIPP HS: Who is writing the school counselor recommendation for each student, and what is the timeline and plan?
- Do seniors have a college wish list of 3 likely, 3 match, and 3 reach schools?
- Are we providing professional development to teachers on writing recommendation letters? When are we providing these professional development opportunities?



- How are we ensuring that all seniors have applied to at least five scholarships by January?

## GETTING THROUGH

- Have we received the College Connections list of all KIPP students attending schools in our area?
- Have we connected with all of our first-year college students? Are they off to solid starts?

## WHAT TO ASK NOW

- 1 How are we working to integrate messages about smart college matches into our counseling conversations with juniors and seniors?
- 2 How are we supporting each of the tiers of seniors as they apply to college?
- 3 How are we monitoring that seniors are applying to a mix of 3 likely, 3 match, and 3 reach colleges?

## TO & THROUGH TOOLKIT

- [6to16: Understanding College Options](#)
- [How Do I Write a Strong Letter of Recommendation?](#)
- [KSS 2013: Match Matters Session](#)

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# GUIDING QUESTIONS

## GETTING READY

- KIPP HS: Are we actively showing our parents the impact on attainment numbers of attending a KIPP High School?
- Have our 8<sup>th</sup> graders begun submitting KIPP HS applications, as well as public magnet and charter school applications?
- How have we prepared to administer the SSAT test?
- How are our private high school applications progressing?

## GETTING IN - MATCH MATTERS

### JUNIORS



- KIPP HS: How are we teaching our families early about the application process, including the concept that you should apply to schools based on the net price and not the sticker price for tuition, room, and board?

### SENIORS



- KIPP HS: How are we leveraging the entire 12<sup>th</sup> grade team when it comes to messages around smart college matches?
- How are we integrating messages about smart college matches into our conversations with seniors?
- How are we monitoring the number of applications that are in progress and submitted?
- How are we leveraging KIPP Match Tools, Naviance, and Salesforce?

## GETTING THROUGH

- How are we encouraging KIPPsters to register for classes early?
- In what ways are we planning to deliver the career readiness curriculum for College Ambassadors and other KIPPsters?
- How could our region create or grow our local cohort programs to fund and support local College Ambassadors to foster peer-to-peer mentoring, sharing of resources, and better student tracking?
- How are we supporting our college students who are "at risk" of leaving college because of academic, social, or financial reasons?

# WHAT TO ASK NOW

- 1 How are we working with parents and students to make sure they understand the nuances of financial aid in college?
- 2 Are we engaging with partner organizations in our area to provide free tax preparation workshops to parents?
- 3 How are we monitoring that seniors are applying to a mix of 3 likely, 3 match, and 3 reach colleges?

# TO & THROUGH TOOLKIT

- [Resource Round-Up: Financial Aid & Planning](#)
- [6to16: CollegeLifeVision True Cost of College](#)
- [Resource Roundup: One-Page Summaries of KIPP's College Partners](#)

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# GUIDING QUESTIONS

## GETTING READY

- Have we met with 8<sup>th</sup> grade parents and students to discuss the financial aid applications they must complete for private high school?
- What strategies are we using to meet our targets for summer program participation for rising freshmen and our current high school students?

## GETTING IN - MATCH MATTERS

### JUNIORS



- Have we requested fee waivers for the ACT and SAT for our juniors?
- How can we use testing fee waivers as leverage to support other work?



- How are we preparing juniors to complete the FAFSA4caster by March?
- How are we supporting junior applications to KIPP College Partners summer programs?

### SENIORS



- KIPP HS: What percentage of senior parents and guardians have come to the school for an individual or group engagement around the application process? How often?
- How are we ensuring that our KIPPsters are considering KIPP College Partners?
- How are we leveraging KIPP Match Tools, Naviance, and Salesforce?



- KIPP HS: How are we reminding parents and guardians to complete their taxes as soon as their W2s arrive?
- How are we gathering the Expected Family Contribution (EFC) from our seniors?

## GETTING THROUGH

- What has been the impact of our College Connections events this semester?
- How are we ensuring that every college student renews his/her FAFSA?
- How are we supporting our college students who are "at risk" of leaving college because of academic, social, or financial reasons?





## BUILD A SMART WISH LIST

A smart college wish list is one that has enough schools on it across competitive bands — at least 3 likely, 3 match, and 3 reach schools.

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- Information about schools' acceptance rates, average ACT/SAT scores and GPA, financial aid offerings, and graduation rates are all important inputs to creating a smart college wish list.
  - A student has greater than an 80% chance of getting into a likely school, a 50-80% chance of getting into a match school, and a 20-50% chance of getting into a reach school.
  - There are no guarantees, but it's not unreasonable for a student to be accepted to several of his/her match schools.

## WHAT TO ASK NOW

- 1 How are we supporting seniors to write compelling, high-quality personal statements?
- 2 How are we supporting seniors to apply to a mix of 3 likely, 3 match, and 3 reach colleges?
- 3 What is our plan for supporting seniors and their families in submitting, even just an estimated, FAFSA using last year's tax information in February?

## TO & THROUGH TOOLKIT

- [How Do I Plan for an Effective and Enduring KTC Program?](#)
- [6to16: CollegeLifeVision Potholes Case Study FAFSA](#)

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# GUIDING QUESTIONS

## GETTING READY

- How will our rising freshmen and current high school students be involved in summer programs?
- Have all of our 8<sup>th</sup> graders submitted applications for KIPP High Schools?

## GETTING IN - MATCH MATTERS

### JUNIORS



- What is our strategy to ensure that every junior takes the ACT and/or SAT in the spring, and that he/she uses the KIPP Foundation reporting code?

### SENIORS



- KIPP HS: How are we continuing to support our seniors whose GPAs are lower than 2.0?
- KIPP HS: What is the plan to send mid-year report cards home?



- How are we working with the seniors who do not yet have applications in process?
- How are we monitoring the number of in-process and submitted applications?
- Do the majority of seniors have a 3+3+3 mix of 9 applications in process?
- Do we have any Early Decision or Early Action application responses yet?
- Are we leveraging KIPP Match Tools, Naviance, and Salesforce?



- How are we collecting Expected Family Contribution (EFC) information from our seniors?

## GETTING THROUGH

- How are we meeting our goals around supporting KIPPsters to be gainfully employed this summer?
- Have we collected first-semester transcripts from our college students and set a plan to talk to them about classes or how to improve?
- How have we celebrated recent college graduations?
- Have we updated the Alumni Database with recent college graduations?
- How are we supporting students who transfer or withdraw from school to best utilize their time during the semester (enroll in community college, find an internship, etc.), or work to find a school that's a better match?
- Are we tracking whether or not students who transfer or withdraw re-enroll during the next semester?
- How are we supporting our college students who are "at risk" of leaving college because of academic, social, or financial reasons?

# WHAT TO ASK NOW

- 1 Have we met with parents or guardians of juniors to discuss college wish lists, financial aid, and the application process?
- 2 How are we supporting seniors who have not submitted a 3+3+3 mix of college applications?
- 3 What is our plan for supporting seniors and their families in submitting, even just an estimated, FAFSA using last year's tax information in February?

# TO & THROUGH TOOLKIT

- Am I on Track to Graduate from High School?
- How Do I Track GPA in the Alumni Database?
- 6to16: Understanding a Strong Student Profile

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# GUIDING QUESTIONS

## GETTING READY

- Have our 8<sup>th</sup> graders who intend to attend private schools submitted their previous year's taxes to us, so that we can support their financial aid applications and advocate for them with schools?
- What is the status on decisions to attend college access programs such as A Better Chance and the Jack Kent Cooke Young Scholars Program?

## GETTING IN - MATCH MATTERS

### JUNIORS



- Have we completed a transcript audit of 9<sup>th</sup> grade through the first semester of junior year with each junior?
- Are all juniors not at a KIPP HS on track to be promoted to senior year and on track with their college preparation?
- What is our strategy to ensure that every junior takes the ACT and/or SAT in the spring, and that he/she uses the KIPP Foundation reporting code?
- Have all juniors who plan to apply Early Action or Early Decision taken a test?

### SENIORS



- Have we completed a transcript audit of 9<sup>th</sup> grade through the first semester of senior year with each senior?
- Can we recommend credit-recovery or summer school for seniors who are not on track to graduate?



- How are we ensuring that every senior has a post-high-school plan?

## GETTING THROUGH

- What's the status on college student FAFSA renewals?
- Have we connected with all of our first-year college students? Are they off to solid starts?
- How are our first year college students doing as they return for second semester?
- How can we leverage the alumni attending colleges in our backyards to give college tours, speak on a panel, or mentor our high school juniors and seniors as they select a college or make the transition to their selected college?

# WHAT TO ASK NOW

- 1 How are we ensuring that KIPPsters and their families understand the implications of the Expected Family Contribution (EFC)?
- 2 How are we ensuring that we have all financial aid award information, as well as matriculation decisions?
- 3 What is our plan to work with families to review all financial aid awards and admissions decisions?

# TO & THROUGH TOOLKIT

- Match Matters Webinar
- Database Guidebook — 5. Tracking Applications, Financial Aid, and Scholarships

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# GUIDING QUESTIONS

## GETTING READY

- How are we ensuring that parents and students make wise high school decisions and inform the high schools in a timely manner?
- Which families may struggle with the required deposits for high school?

## GETTING IN - MATCH MATTERS

### JUNIORS



- KIPP HS: Are there juniors who need to take the SAT Subject Tests, and what are the deadlines?



- Has each junior completed the FAFSA4caster?

### SENIORS



- How are we using KIPP Match Tool, institutional graduation rates, and financial aid packages to inform counseling conversations with each senior?



- Do we have any Early Decision or Early Action application responses yet?
- How many seniors have been accepted to at least one college already?

## GETTING THROUGH

- What's the status on college student FAFSA renewal?
- Has our region executed any College Connections events during the second semester?
- What are we learning through our College Connections work, and have we shared with other regions via Main Office?
- How are we leveraging Spring Break to check in with our college students?





## PREPARE FOR THE COST

College is expensive, but the cost is worth it. It's our job to make sure families understand the range of financial aid options, as well as the real cost of college.

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- Even college savings of less than \$500 can boost chances of college entry and success for low- and moderate-income students (AEI 2013); with these savings, they would be 3x more likely to enroll and 4x more likely to graduate.
  - Research also shows that debt above \$10,000 has a negative relationship with college completion for all income groups at public institutions, especially the bottom 75% of the income distribution.
    - <10K in debt = 60% Completion
    - >20K in debt = 35% Completion
    - Lower income and >20K in debt = 20% Completion
  - Research shows there is a clear correlation between submitting the FAFSA and matriculating to college.

## WHAT TO ASK NOW

- 1** What is our strategy to ensure that every junior has a wish list that includes 3 likely, 3 match, and 3 reach colleges?
- 2** May 1 is National Decision Day! Which seniors have already made their college decisions?
- 3** What is our plan to work with families to review all financial aid awards and admissions decisions?

## TO & THROUGH TOOLKIT

- 6to16: What is a 'Good' College?
- Resource Roundup: Match Matters Marketing Materials
- Influencing KIPPsters to Make Smart Choices

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# GUIDING QUESTIONS

## GETTING READY

- Are all 8<sup>th</sup> graders set to attend a college prep high school?

## GETTING IN - MATCH MATTERS

### JUNIORS



- What is our strategy to ensure that every junior takes the ACT and/or SAT in the spring and that he/she uses the KIPP Foundation reporting code?



- KIPP HS: How are we supporting juniors to start early on writing compelling, high-quality personal statements?
- How are we supporting juniors in learning more about KIPP College Partners?



- What's the status on juniors completing the FAFSA4caster?

### SENIORS



- How are we incorporating projected graduation and financial aid into our counseling conversations with each senior?
- Has the Expected Family Contribution (EFC) for every senior been recorded in the Alumni Database?
- What is the plan to support those seniors who have not yet completed the FAFSA?

## GETTING THROUGH

- How are we supporting KIPPsters to be gainfully employed this summer?
- How will we counsel college students around their credit attainment and academic status?
- How are we encouraging KIPPsters to register for classes early?
- How will we collect final high school and college transcripts?

## WHAT TO ASK NOW

- 1 What is our strategy to ensure that every junior has a wish list that includes 3 likely, 3 match, and 3 reach colleges?
- 2 How will we make sure that all seniors have a way to get to school, have made the proper deposits, and don't "melt" over the summer?
- 3 How are we supporting seniors and their families to make smart decisions about the college that they will attend?

## TO & THROUGH TOOLKIT

- Influencing KIPPsters to Make Smart Choices
- Database Guidebook — 5. Tracking Applications, Financial Aid, and Scholarships

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# GUIDING QUESTIONS

## GETTING READY

- KIPP HS: Are rising juniors viewing their junior year course load strategically and with college admission in mind?
- Are we leveraging promotion ceremony as a way to ensure that all of our 8<sup>th</sup> graders have signed our release forms?
- How are we going to make the most of the opportunity to work with students over the summer?
- Do we have a high school enrollment in the Alumni Database for every 8<sup>th</sup> grader?
- Have we updated the Alumni Database with recent high school graduations?

## GETTING IN - *MATCH MATTERS*

### **SENIORS**

- How are we ensuring every senior has a post-high school plan?

## GETTING THROUGH

- What feedback have we heard about College Connections and College Ambassadors from our college graduates or persisting alumni about how these programs have been effective in helping and supporting them?
- Have we assigned an alumni advisor liaison for College Connections for the next school year?
- How have we celebrated recent college graduations?
- Have we updated the Alumni Database with recent college graduations?
- Are we advocating for students with attractive admissions offers but weak financial aid packages?

# WHAT TO ASK NOW

- 1 What is our strategy to ensure that every junior has a wish list that includes 3 likely, 3 match, and 3 reach colleges?
- 2 Have all college matriculating seniors submitted room deposits and made a housing and moving plan?
- 3 How are we ensuring that we have collected all financial award information and matriculation decisions for our seniors?

## TO & THROUGH TOOLKIT

- Building a College-Bound Student Profile
- Database Guidebook — 6. Maintaining Enrollments, Graduations, Transfers, Grades, and GPAs

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# GUIDING QUESTIONS

## GETTING READY

- Has every 8<sup>th</sup> grader signed an academic records waiver that allows us to access their high school grade reports?
- Do we have a high school enrollment in the Alumni Database for every 8<sup>th</sup> grader?
- Have we collected and entered final transcripts for every high school student, including graduating seniors, in the Alumni Database?
- Have we updated the Alumni Database with recent high school graduations?

## GETTING IN - *MATCH MATTERS*

### JUNIORS



- How are we supporting juniors in learning more about KIPP College Partners?
- Are all juniors who were accepted to summer programs ready to attend?

### SENIORS

- KIPP HS: How will we check in with seniors during the summer?
- Which students will attend a summer bridge or early-orientation program this summer?

## GETTING THROUGH

- How will we engage with our KIPP alumni who are working this summer?
- Have you identified someone on your KTC team who will help KIPPsters connect in their area (College Connections)?
- Have we collected second-semester transcripts from our college students and set a plan to talk to them about classes or how to improve?
- How have we celebrated recent college graduations?
- Have we updated the Alumni Database with recent college graduations?

*Cover - Sylvia Powell, KIPP Gaston, Wake Forest University*  
*Inside cover - Beka Solis, KIPP Houston, Occidental College*  
*Page 4 - Emeka Kanu, KIPP NYC, Trinity College*  
*Page 12 - Ashley Copeland, KIPP Gaston, Duke University*  
*Page 20 - Marco Squire, KIPP Gaston, UNC at Greensboro*  
*Page 28 - Ruth Resendiz, KIPP Houston, Syracuse University*

**KIPP:**