KW Senior Digital Toolkit

from the Counseling Center

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NAVIANCE SENIOR INFORMATION

1. Log In To Naviance
    a. Click *Ken-Ton Sites* > *Clever* > *KenTon Google Login* > *Naviance*

2. View the *Naviance Welcome Page*.
    a. This is the place where we will post important messages for you from the Counseling Center.
    b. In the left hand column you will find useful links regarding college searches, Regents exam prep, SAT and ACT registration and much more!

3. Find and save colleges that are a good fit for you. (In the *Colleges* tab.)
    a. Use one of the college search tools, like *SuperMatch*.
    b. "Heart" the colleges that you want to remember, this will save them to the *Colleges I'm Thinking About* section. (You should read about and save at least five colleges before your Senior Review Appointment!)

4. Add your colleges to the *Colleges I'm Applying To* section. (In the *Colleges* tab.)
    a. This must be done in order for your counselor to be able to send your transcripts to colleges.
    b. If using the Common Application to apply to college, you must match your Common App account to Naviance.

5. Update your brag sheet to help those writing your letters of recommendation.
    a. Complete a Brag Sheet 2026 and share it with your recommenders.
    b. Your counselor and teachers will be able to view this before writing your recommendation, especially so they know what you accomplished outside of their classroom.

6. Request your *Letters of Recommendation*.
    a. AFTER you have asked a teacher to write you a letter in person or by email, click *Colleges* > *Apply to College* > *Letters of Recommendation* > *Add Request*. This sends an email to the teacher with the request.

Counselors and teachers will submit your letters of recommendation and transcripts via Naviance.

WHAT TO EXPECT AT YOUR SENIOR REVIEW MEETING

- Review Naviance Senior Information
- Credit Review
- Exam Review
- Diploma Type Discussion
  - Regents Diploma
  - Regents Diploma with Advanced Designation
  - Local Diploma
  - with Honors
  - with Math or Science Designation
- Future Plans
  - Career goals?
  - College?
  - Employment?
  - Military?
  - Training?
- Sending College Application Supplements
  - Letters of Recommendation
    - Brag Sheet 2026
  - Transcripts
  - SAT, ACT, and AP Scores

GRADUATION RESOURCES

- Kenmore West Graduation Requirements Chart
- NYS General Education and Diploma Requirements
- NYS Multiple Pathways to Graduation

- Cap and Gown Order Instructions (will be updated for 2026 soon)
  - Any questions contact Tom McGrath
    - 716-688-4077
    - tom.mcgrath@jostens.com

CAREER RESOURCES

- Career Exploration Resources in Naviance
  - Naviance
    - (Log in through Clever)
    - Guide to Naviance Career Exploration Tools (Strengths Explorer, Do What You Are, Career Interest Profiler, Career Cluster Finder, Roadtrip Nation)

- Career Application Resources
  - Naviance Resume Builder
    - (Log in through Clever)
  - Google Docs Resume Templates
    - 1. On your computer, go to Google Docs.
    - 2. At the top right , click Template Gallery.
      - If you are in the KTUFSD tab, click the General tab
    - 3. Scroll down to Resumes
    - 4. Click the template you want to use.
    - **If you want to keep this resume after your district email expires, share the document with your personal email account as well.*

- Job & Workforce Training Resources
  - The Buffalo Employment and Training Center (BETC)
    - Brings together a variety of workforce development organizations, training agencies and employers in a convenient one-stop environment.
    - Specific focus on young adults aged 18 to 24.
    - All services are FREE.
  - Job Corps
    - Job Corps is the largest free residential education and job training program for young adults ages 16-24
    - Students have access to room and board while they learn skills in specific training areas for up to three years.
    - In addition to helping students complete their education, obtain career technical skills and gain employment, Job Corps also provides transitional support

services, such as help finding employment, housing, child care, and transportation.

- Job Corps graduates either enter the workforce or an apprenticeship, go on to higher education, or join the military.

- Northland Workforce Training Center
  - Offers programs in Welding, Electrical Construction & Maintenance, Automotive Technician, Mechatronics, and Heating, Ventilation, AC & Refrigeration
- Golisano Institute for Business & Entrepreneurship
- Tech Buffalo

➢ SUNY Educational Opportunity Centers

- Link to Buffalo programs

❖ Military

2026–2027 MILITARY SCHEDULE

NAVY – 1st Wed. of the month

ARMY – 3rd Tues. of the month

MARINES – 2nd and 3rd Wed. of the month

AIR FORCE – 4th Thurs. of the month

AIR FORCE RESERVE – 1ST Tues. of the month

AIR NATIONAL GUARD – 4th Tues. of the month

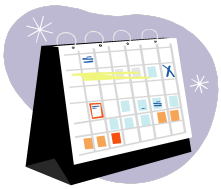
ARMY NATIONAL GUARD- 1ST and 3RD Mon. of the month

COAST GUARD- 2nd Monday of the month

The military will be available on the above days in the cafeteria during lunch periods.

COLLEGE RESOURCES

- KW 2026 - 2027 College Planning Nights:
  - *Thursday, October 1 at 6 pm at WEST and Thursday, March 25 at 6 pm at EAST*
    - Fall 2025 College Night presentation - will be updated soon
- A Senior Fall To-Do List
- Definitions of College Admission
- NACAC Guide to College Admissions
- HBCU Resource Guide



Senior Timeline

September

- First and foremost, BE ORGANIZED! Use file folders, binders, or spreadsheets to keep information together and adhere to deadlines
- Your school counselor will make an appointment for you to review your Senior Transition Plan in late September or early October
- Review your transcript for accuracy, which will be given to you during your Senior Review appointment
- Register for the October SAT and/or ACT, if necessary
- Match your Common Application account in Naviance to enable the Counseling Center to electronically submit official school forms
- Visit schools & meet with college representatives in Career Center throughout the fall
- Be aware of deadlines if applying early action or early decision
- **Attend our Financial Aid Night - Thursday September 24 at 6 pm @ EAST**

October

- **Apply for financial aid: date TBA - FAFSA link**
- **Attend College Prep Night with parents - Thursday, October 1 at 6 pm**
- Apply to SUNY schools for FREE: October 19 - November 2
- Take the October SAT and/or ACT, if necessary
- Double check admission requirements for colleges you are interested in
- Prioritize your college criteria & list

- Ask 1-2 teachers for letters of recommendation. Complete a Brag Sheet from the Senior Toolkit and send it to the teachers who are writing you a letter
- Begin work on college essays
- If you will be participating in athletics during college, you must register with NCAA (www.ncaa.org)
- Begin researching scholarships through the KW Counseling Center website or online

November

- Apply to SUNY schools for FREE: October 19 - November 2
- Send SAT & ACT scores to colleges you are applying to (if you took them)
- Stay focused academically. Colleges will want to see your first & second quarter report cards from senior year
- Submit applications online for those with a December deadline
- Be sure to complete Supplemental applications for those colleges that require them (i.e. most SUNY schools)
- Continue or begin applying for financial aid (FAFSA)

December

- Submit applications online for those with a January deadline
- Continue or complete applying for financial aid (FAFSA)

January

- Submit applications that have a February deadline

February/March

- Submit applications that have a March or April deadline
- Visit or revisit colleges to confirm they are a "good fit" for you based on the programs offered, cost, residential facilities, & personal impressions

April

- Receive admissions decisions via school website, email, or mail

May

- Send deposit to college of choice by May 1
- Withdraw your applications from colleges admitted to, but not attending
- Inform your counselor of the college you will be attending

❖ College Admission deadlines: differences between early action & early decision

- College Considerations: What Type, Why, and Where?
  - Average Salary Based on Level of Education (from Bureau of Labor Statistics)
  - How to Choose a College: 6 Key Factors to Consider
  - What's the difference between a liberal arts college and a research college?
  - The Highest-Paying Associate Degrees (2-Year Degrees)
  - *Connect with Your Culture:*
    - Historically Black Colleges
    - HBCU Guide
    - Tribal Colleges
    - Hispanic-Service Institutions
    - Women's Colleges
  - Pros and Cons of Moving Away For College
  - Perhaps Most Important: *Visit Colleges!!!*
    - Get the Most Out of Your College Visits
    - 60 Questions To Ask on Your College Tour
  - Common Myths in the College Search
  - Colleges That Change Lives: 40 Schools That Will Change The Way You Think About College
  - Most and Least Valuable College Majors based on annual income and employment rates

- Application Tips & Tricks!
  - Writing a Great College Essay
    - (Here are the Common App Essay Prompts.)
  - What are colleges looking for in your essays?
  - Bad College Essays
  - Topics you should seriously consider avoiding in your essays…
  - College Interview Primer

- College Exploration Resources
  - Use Naviance (in Clever) for:
    - College SuperMatch
    - Advanced College Search
    - College Lookups
  - College Guides

- Consumer Reports Best Colleges for You
- NACAC Guide to the College Admissions Process
- SUNY Admissions Information Summary - will update for 2026 when available
- US News Best Colleges
- College Scorecard

➢ Sign up for a visit with a college representative in the Counseling Center

❖ College Application Resources

➢ One of our district school counselors offers FREE college application assistance as well as guidance on completing FAFSA and TAP forms at our Ken-Ton Family Support Center. Check back here for more info later in the fall, or ask your counselor for the info!

➢ Fee Waiver

- You are eligible to receive CSS Profile fee waivers if:
  - You received a SAT fee waiver OR
  - The parental income you reported on your application is approximately $45,000 or less for a family of four OR
  - You are an orphan or ward of the court under the age of 24.
  - There are no fees for noncustodial parents if the parental income reported on the application is approximately $45,000 or less for a family of four.
  - If any of these apply to you, use the link above to submit your CSS Profile application

➢ Application Sites

- Common Application
  - Nearly 900 colleges and universities use the Common Application
  - IMPORTANT: how to match your Naviance and CommonApp accounts
- SUNY Application
  - *If you are only applying to SUNY schools, you do not need to complete the Common Application above
  - **In Naviance, select applying "directly to the institution"
- SUNY Erie (ECC) Application
  - (Free application!)
- SUNY Niagara (NCCC) Application

        - (Free application!)
    - Northland Training Center, Buffalo, NY
        - For energy and advanced manufacturing careers.
        - Northland provides for-credit, certificate and degree programs as core offerings through its educational partners, SUNY Alfred State College and SUNY Erie Community College, incorporating evidence-based placement strategies, such as co-ops, apprenticeships and internships, and an emphasis on permanent employment.

➢ Application Supplements

- Letters of Recommendation
    - Request KW staff recommenders through Naviance
        - AFTER you have verbally asked a teacher to write you a letter click:
            - ➢ Colleges > Apply to College > Letters of Recommendation > Add Request
                - You can determine which colleges, and even add a personal note for the teacher
    - Brag Sheet 2026
        - Send this to your recommenders and your counselor so they can write you a more personal letter
            - ➢ File > Make a Copy of this document so you can edit it.
            - ➢ Change the title to include your name. (e.g. *Smith, John Brag Sheet 2022*)
            - ➢ Add in personal information that will help your recommender(s) write a thorough letter of recommendation. (Especially information they might not know about you just from your classroom relationship!)
            - ➢ Ask school staff or job supervisors if they would write you a letter of recommendation. *For KW staff, you will also need to send a request to your recommenders in Naviance where they will submit the letter to colleges.
            - ➢ Share the document with your recommender(s) and school counselor. *Share at least two weeks before the letters of recommendation are due to give them time.
    - Personal Qualities Adjectives
        - Look through this resource to find words that best describe you to add to your resume or brag sheet!
- Transcript Request Form

- Please give your counselor enough notice for sending your transcript and letters of recommendation to your colleges
- Fill out the paper Transcript Request Form in the Counseling Center to ensure your request is documented

- Submitting your SAT Scores
- Submitting your ACT Scores

❖ College Athletics

➢ Want to play Division 1 or Division 2 sports? Creating an NCAA Eligibility Center account is the first step to becoming an NCAA student-athlete.

➢ Check out the 2026-27: NCAA Student Athlete Guide (will be updated when available)

❖ Resources for Special Education Students

➢ Important resources for students with disabilities intending to go to college.

FINANCIAL AID & SCHOLARSHIP RESOURCES

Ken-Ton Financial Aid Night: Thursday, September 24 at 6 pm, Ken East Auditorium

- Financial Aid Resources
  - Should you bother to fill out the FAFSA?
  - Process for completing all financial aid applications
  - The How-To Guide for High School Students (And the Adults Who Help Them) – from the New School's Center for New York City Affairs
  - FAFSA Checklist of materials to have prior to completing their financial aid applications
  - FAFSA Application* (Free Application for Federal Student Aid)
    - **ALL families should complete this application—even if you do not expect to receive federal financial aid based on your income, many other scholarships and grants are tied to this application.*
    - **On the FAFSA confirmation page, you will see a button to also submit the information to TAP (NYS Financial Aid)
  - Free assistance for families filling out FAFSA & TAP Forms (will update for 26-27 when available)
    - Hosted through the Ken-Ton Family Support Center
    - *This year the program will be providing assistance with completing College Applications as well!*

- Scholarship Resources
  - Throughout senior year you will receive emails from the Counseling Center with
  - KW Scholarship website (updated monthly!)
  - NYS Excelsior Scholarship
    - For students going to SUNY schools whose families make less than $125,000 per year.
    - (If the application window has not yet opened for this scholarship, you can sign up to get notified when it does open.)

SAT/ACT TEST RESOURCES

*Why take the SAT or ACT? These tests were created to measure college readiness. Many four-year schools **do not** require the SAT or ACT as part of your admissions application. But it is a good idea to check the Admissions Requirements page of each college you are interested in to see if they are required.*

- Registration
  - SAT Test Dates and Deadlines
    - If you already have a College Board account (if you previously took the PSAT or an AP exam,) you can register here.
    - If you don't yet have an account, you create an account here.
  - ACT Test Dates and Deadlines
    - ACT Registration
- Preparation
  - PSAT - junior year
    - The Preliminary SAT/National Merit Scholarship Qualifying Test is a standardized test administered by the College Board and cosponsored by the National Merit Scholarship Corporation.
    - This is a practice test to get familiar with the SAT test format, see an analysis of what areas you need to study and prepare for, and potentially qualify for a National Merit Scholarship.
    - This test is offered once each fall and is typically taken in Junior Year. Stop into the Counseling Center for more information.
  - **Please note: below we are sharing the local resources that were sent to the counseling center, but these are private organizations and we are not endorsing any specific program.*
    - All-Pro Tutoring through Ken-Ton Community Education
    - Atlas Test Prep has several free preparation options in addition to their paid programs
    - Khan Academy - has free online prep