



DECISION WEEK GUIDELINES

Decision Week is the week between the admissions notification and the enrollment contract deadline. The Bay Area Directors of Admissions (BADA) member schools agree to a set of guidelines during Decision Week to both recognize the time, effort, and challenges families face while making their decision, and also to put families and their decision-making processes above all else. Primarily, schools and all representatives of the school will not initiate contact with you during Decision Week. However, should you have any questions or contact a school during Decision Week, that school will respond in a timely manner. Once you have made your final decision, we thank you for your transparency and for contacting the schools to which you were accepted to let them know of your decision to attend a different school. This will allow them to provide opportunities to families on waiting lists.

ISSFBA Decision Week Agreement *In accordance with the Principles of Good Practice of Bay Area Directors of Admission, no member of any BADA school community will initiate contact with a family between the time of admission notification and the enrollment agreement/contract deadline. Bay Area Directors of Admission have agreed that this is a decision-making time for your family.*

Decision Week Etiquette During Decision Week families may want more information from a school or schools when making their decision. BADA schools absolutely welcome your calls and emails. Essentially you initiate contact and we respond in a very timely manner. The one instance in which you may receive an email or call from a school without initiating it is if your child is being offered a space from the wait pool. In this case the school offers you a space and gives you a deadline by when you will need to accept or decline the space.

Transparent Communication Once you have made your school decision, we cannot stress enough how helpful it is to be in **rapid** contact with the other school(s) that admitted your child, letting the school(s) know that you have decided to enroll at another school and therefore are declining their offer of admission. Your rapid communication (meaning you are in touch with the school(s) that offered you admission immediately after you have accepted an offer of admission at your top choice school) allows admission offices to manage their enrollments and in many cases, be in touch with a family that is in the wait pool and/or a family receiving financial assistance.

BADA Schools appreciate the time and dedication you have spent in the independent school admissions process. We wish your family well as the admission season concludes.