



Introduction

The Bay Area Directors of Admission (BADA) is a collaboration of Bay Area independent school admission officers. In an effort to best serve students and families during the admission process, the Bay Area Directors of Admission developed a set of Principles of Good Practice. These Principles encourage mutual respect among the member schools and support practices, activities, and events that are student centered, family friendly and age appropriate for our applicants.

Mission Statement

The Bay Area Directors of Admission (BADA) group exists to support families and schools in the admission process by promoting best practices. Members agree to collaborate in the process of implementing best practices that support smooth, respectful, and predictable admission experiences for both families and schools.

Recommended dates and deadlines

- Member schools should notify applicants of their admission only in the year immediately preceding enrollment.
- Member schools should use the recognized BADA notification and reply dates each year as the earliest communication dates for families.
- Before being asked to make an enrollment decision, families should have time to hear from each school that admitted them and receive notice of financial aid.

Application Materials

- Member schools should accept the “Common Confidential Student Evaluation” forms.

Transfer Students

- Members should act collegially, in the interest of families, upon learning that a student at one school has applied to another school.

- Member schools should only offer a place to a student after receiving records from the current school in accordance with the new schools' application procedures.

BADA Information and Meeting Attendance

- Members should attend one regional meeting (San Francisco, South Bay/Peninsula, etc.) or the BADA Symposium annually, at a minimum.
- Members are responsible for reading minutes, watching recordings if available, and otherwise keeping up with any information through the BADA membership website and list serve.

Professional Conduct

- BADA believes that the time between a contract offer and enrollment confirmation should be for families to make decisions independent of contact from the school. Members should be extremely purposeful and thoughtful regarding any limited contact initiated by the school during this window. Parents of admitted students may, of course, initiate contact with schools and/or request a re-visit, a tour, or to speak with current community members.
- Members should ensure that the mission of the school is clear so the best possible family and school match can be made.
- Members should support the family in their search and understand that student and family needs change over time.
- Members should represent their schools ethically and professionally, as well as speak with integrity in reference to other schools and educational institutions.
- This document should be shared with the Head of School.