



### ***Best Practices Regarding the Confidentiality of Written Recommendations***

The Association of Independent Maryland & DC Schools (AIMS) *endorses the following best practices* regarding the confidentiality of written recommendations for student applicants to AIMS member schools.

1. The Family Educational Rights and Privacy Act (Buckley Amendment) does not apply to Admission Folders.
2. All information provided on the recommendation forms will be held in strictest confidence and will not be shared with students, parents, or guardians.
3. If a student is rejected for admission, the recommendation (s) will be destroyed.
4. If a student is admitted and the school wishes to retain the recommendation, it will be filed separately and not added to the student's permanent record folder.

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