Colorado 2025 Web Accessibility Checklist

Updated Feb 6, 2025. *Download the latest at* getstreamline.com/co-ada-checklist

Congratulations on your commitment to ensuring that your district's website is accessible to your entire community, including those with disabilities. This checklist will help you ensure ongoing compliance with **HB21-1110** and **8 CCR 1501-11** that took effect on July 1, 2024 in addition to the 2024 Department of Justice guidelines, 28 CFR Part 35.

If you haven't already

☐ Review the final [Technology Accessibility Rules](#) from Colorado's Office of Information Technology
☐ Perform an initial scan to check for known issues using checkmydistrict.org or another tool
☐ Have your website provider's contact information to report any issues

One-time actions

1. **Designate an accessibility coordinator** - We have designated one staff member as the accessibility coordinator who will be the go-to contact for accessibility issues.
2. **Create and post an accessibility statement** - We have an accessibility statement that includes the level of accessibility as WCAG 2.1 AA. If we have components that are not yet compliant, we have added information about our remediation plan and timeline to get compliant. https://getstreamline.com/accessibility-statement
3. **Create a process for community concerns** - We have a process in place where a community member can submit a concern via form, phone number, and/or email address. Two different methods are required.
4. **Enable closed captions on your videos** - Our videos all have closed captions, and we have a process for including closed captions in future videos. (YouTube includes this for free when enabled. [Learn how](#). It is important that a human verifies the general accuracy of the captions.)

Ongoing actions - recommended once per month

5. **Scan your website pages each month** - We have scanned every page of our website, every page has a score and list of issues to remediate. Free tools include checkmydistrict.org, Google Chrome Lighthouse (F12 will activate), and wave.webaim.org. Demand your web developer address any issues that arise.
6. **Check your attachments** - We have checked all of our attachments and written a disclaimer for any third-party attachments that we do not have the ability to remediate. (Note: 8 CCR 1501-11 provides an "undue burden" clause in Section 11.10 that could apply for PDFs prior to July 1, 2024. Some districts are choosing to prioritize popular PDFs regardless of the date posted, and then internally have a plan to go back through older ones and either archive them and make them available upon request or leave them up with a note saying they have known accessibility issues but are being remediated per Section 11.7.B.)
7. **Perform remediations** - We have taken action to fix issues detected by a scan or reported by our community.

Other actions to consider

- **Third-party ADA audit** - larger districts should consider hiring an outside firm to conduct an audit. Manual testing by users with disabilities is the gold standard to ensure access.
- **Indemnification** - Choosing a platform or insurance that indemnifies or insures you against the risk of fines