

# 2025 Special District Web Accessibility Checklist

*Updated Mar 12, 2025*

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 **WCAG 2.1 AA** and **DOJ 28 CFR Part 35**.

## If you haven't already

- Review the [Small Entity Compliance Guide](#) from ada.gov.
- 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.
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